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ABSTRACT

A description of where and how the Office of Library Services operates is included in this Long-Range Plan for Hawaii's libraries. This includes the geographical setting, as well as a description of the political and economic characteristics of the state. It indicates some of the implications for growth for Hawaii's libraries in terms of population growth, diversity of ethnic background, and economic factors. It also includes the organizational structure of the state government including the Department of Education and the Office of Library Services. The functions of the Office of Library Services and its branches are detailed. Other information sources - academic, special, and school libraries - that contribute to meeting the information needs of people are given major consideration. An assessment of current and future needs of the community are discussed, listed, and ranked according to priority. The plan provides for the planning of evaluation, so that data received can be utilized in the modification of existing plans and the generation of new plans. (Other State Plans are: LI 003985 and LI 003987 through LI 003993.) (Author/NH)

The Honorable John A. Burns
Governor, State of Hawaii

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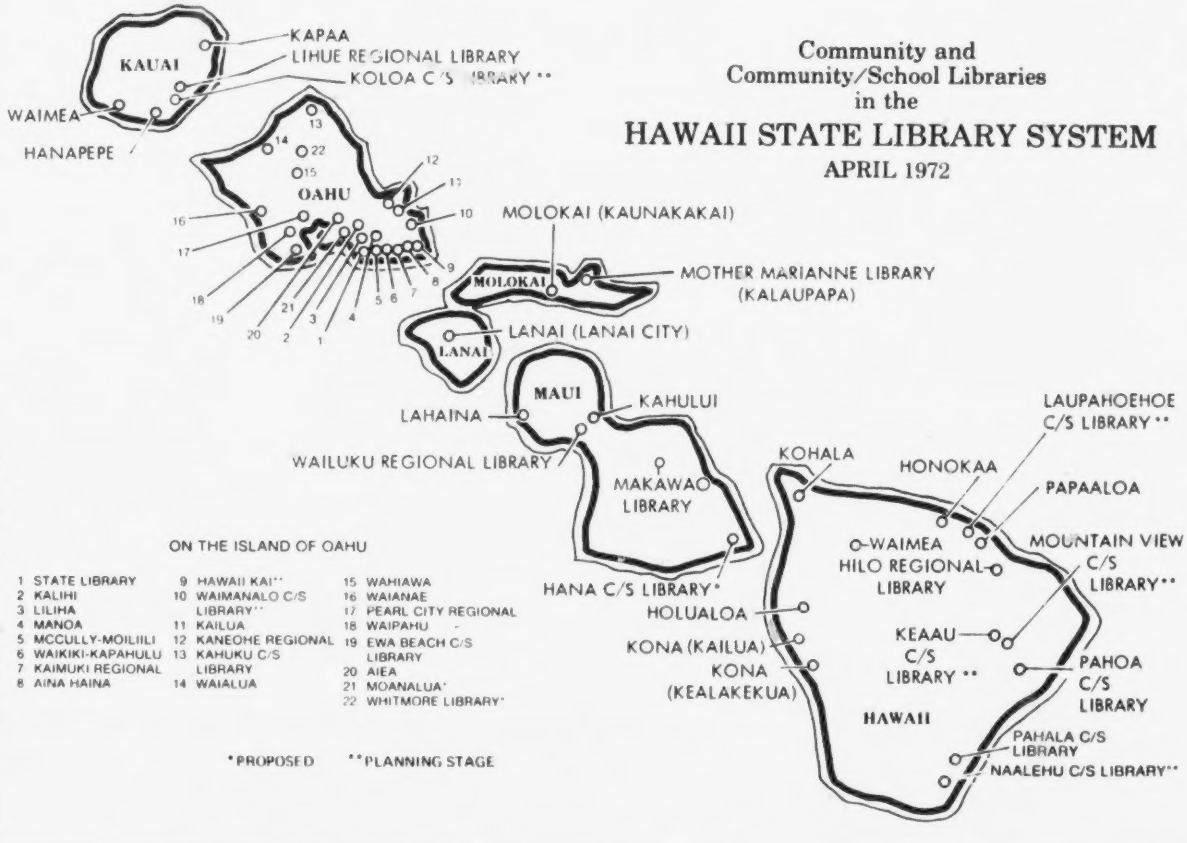
LONG-RANGE PROGRAM
HAWAII STATE LIBRARY SYSTEM
1973-1978

AS REQUIRED BY THE LIBRARY SERVICES
AND CONSTRUCTION ACT
P.L. 91-600 AS AMENDED
State of Hawaii
Department of Education
Office of Library Services
TAC 72-5095
Reprint Sept. 1972



Community and
Community/School Libraries
in the
HAWAII STATE LIBRARY SYSTEM
APRIL 1972

ON THE ISLAND OF OAHU

1 STATE LIBRARY
2 KALIHI
3 LILIHA
4 MANOA
5 MCCULLY-MOILIILI
6 WAIKIKI-KAPAHULU
7 KAIMUKI REGIONAL
8 AINA HAINA
9 HAWAII KAI**
10 WAIMANALO C/S LIBRARY**
11 KAILUA
12 KANEOHE REGIONAL
13 KAHUKU C/S LIBRARY
14 WAIALUA
15 WAHIAWA
16 WAIANAE
17 PEARL CITY REGIONAL
18 WAIPAHU
19 EWA BEACH C/S LIBRARY
20 AIEA
21 MOANALUA*
22 WHITMORE LIBRARY*

*PROPOSED **PLANNING STAGE

LI 003 986

NOTE: Wherever Long-Range Plan appears in the text substitute Long-Range Program.

To: The U. S. Office of Education, Department of Health, Education and Welfare

NO COMMENT

NOTICE

The undersigned, John A. Burns, the Governor of the State of Hawaii, has reviewed the Long-Range Program, Hawaii State Library System, which is attached and does not wish to comment on it.

Signed John A. Burns

Title: Governor

Address: Governor's Office
Executive Chambers
State Capitol
Honolulu, Hawaii 96813

Date: June 9, 1972

PREFACE

The *Long-Range Program • Hawaii State Library System 1973-1978* is designed to assist the Department of Education of the State of Hawaii through the Office of Library Services, in providing better library resources and services to the people of Hawaii during the next five years

The unique structure of our statewide library services and the proposed construction of new libraries in various communities brings credence to the idea of attempting to provide equal opportunity for library services to all users in the State.

Libraries are vital to the educational process and this plan will further enhance the ongoing programs and more effectively assist the Department of Education in assessing and meeting the needs of the diverse segments of the population of the State.

Shiro Amioka

Shiro Amioka
Superintendent of Education

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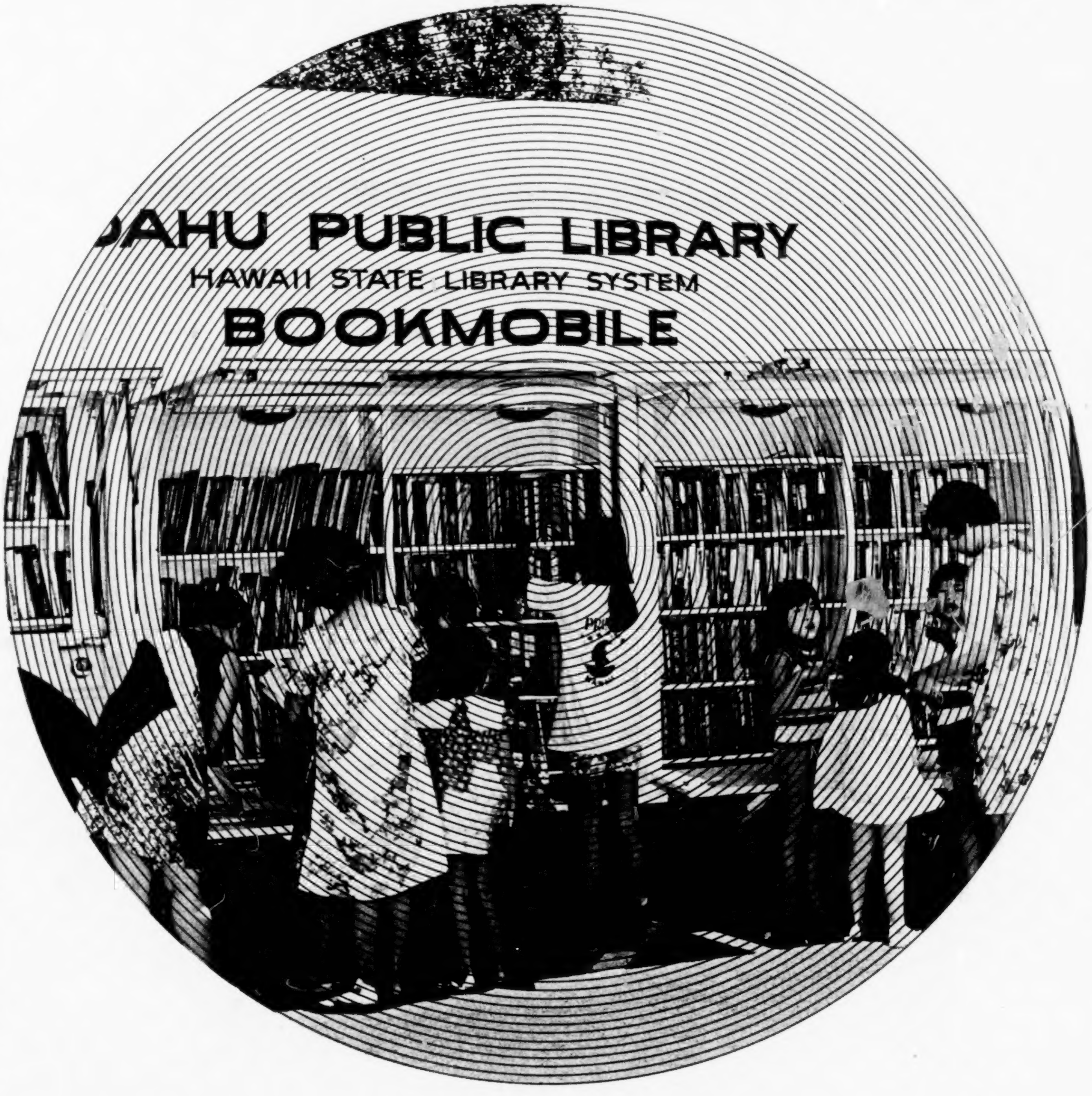
PART I

LIBRARY SERVICES AND CONSTRUCTION ACT

LONG-RANGE PROGRAM • HAWAII STATE LIBRARY SYSTEM



OVERVIEW

This proposed *Long-Range Plan for Hawaii Statewide Library System* is designed to provide increasingly better library services for the people of this state within the next five years. This plan is based on the needs assessment as listed in the Booz-Allen-Hamilton study entitled: *Planning for Libraries in Hawaii, a comprehensive statewide planning and feasibility study for public libraries and joint school and public library facilities,* 1968, and has been up-dated through the use of current official government documents. The Booz-Allen-Hamilton study has, to date, provided a base for systematic library planning on a statewide basis. The long-range plan is a continuation of systematic planning.

This document describes where and how the Office of Library Services operates. This includes the geographical setting, as well as a description of the political and economic characteristics, of the state. It indicates some of the implications for growth for Hawaii's libraries in terms of population growth, diversity of ethnic background, and economic factors. It also includes the organizational structure of the state government including the Department of Education and the Office of Library Services. The functions of the Office of Library Services and its branches are detailed.

We have considered the constraints imposed by the economy of the state, by the lack of adequate facilities, and by the State Constitution of Hawaii and the statutes. Information has been provided regarding the decision makers, both within and outside the state government, including those who have review power, and those who have authority to approve or disapprove decisions in regard to libraries.

Other information sources — academic libraries, special libraries, school libraries, and others — that contribute to meeting the information needs of people are given major consideration. An assessment of current and future needs of the community are discussed, listed, and ranked according to priority. Criteria to be used as guides are delineated. Goals and objectives of our statewide library system have been set within the framework of the goal set by the Department of Education and the state. The plan includes a statement of the measuring of the effectiveness of library services. It provides for the planning of evaluation, so that data received can be utilized in the modification of existing plans and the generation of new plans.

The Long-Range Plan for Hawaii Statewide Library System was developed jointly by the Library Advisory Council and a task force appointed by the acting state librarian.

The members of the Advisory Council and the Task Force for the Library Services and Construction Act are:

STATE ADVISORY COUNCIL FOR LIBRARY SERVICES

Public Libraries,
Acting State Librarian
Mr. Norman P. Horne

User - Chairman, Oahu
Library Advisory Commission
Mr. Fortunato Teho

User - Chairman, Maui
Library Advisory Commission
Mrs. Rachel Jio

User - Chairman, Kauai
Library Advisory Commission
Mrs. Raymond Duvauchelle

User - Chairman, Hawaii
Library Advisory Commission
Vice-Chairman, State Advisory Council
for Library Services, LSCA
Mrs. Naomi Aguiar

School Libraries, President
Hawaii Association of School Librarians
Mrs. Nona Minami

Academic Libraries,
University of Hawaii Librarian
Dr. Stanley West

Academic Libraries, Head,
Chaminade College Librarian
Mrs. Marian Hubbard

Academic Libraries,
Church College Librarian
Mrs. Helen Moffat

Special Libraries,
Supreme Court Law Librarian
Mrs. Margaret Setliff

Special Libraries,
Hawaii Medical Association Librarian

Institutional Libraries,
Kaneohe State Hospital Librarian
Mr. Dan Mallchok

Institutional Libraries,
Maui Hospital Administrator
Mr. Tomic Romson

Institutional Libraries,
Boys' Home Administrator
Mr. Kayo Chung

Handicapped Libraries,
Pohukaina School Librarian
Miss Barbara Yamaguchi

Handicapped Libraries,
Oahu Special Education Center Librarian
Sister Agnes Jerome

User - Student Representative
to Board of Education

User - Disadvantaged
Representative
Secretary, State Advisory Council
for Library Services, LSCA
Rev. David Kaupu

User - Disadvantaged
Representative
Mr. Daniel Akaka

User - Disadvantaged
Representative
Chairman, State Advisory Council
for Library Services, LSCA
Mr. Kaupena Wong

User - Disadvantaged
Representative
Mr. Royce Higa

User - Disadvantaged
Representative
Mr. Fred Cachola

TASK FORCE

Acting State Librarian
Mr. Norman P. Horne

Advisory Council
Mr. Kaupena Wong

Administrative Services Branch
Mr. Seichi Toda
Elaine B. Hamic

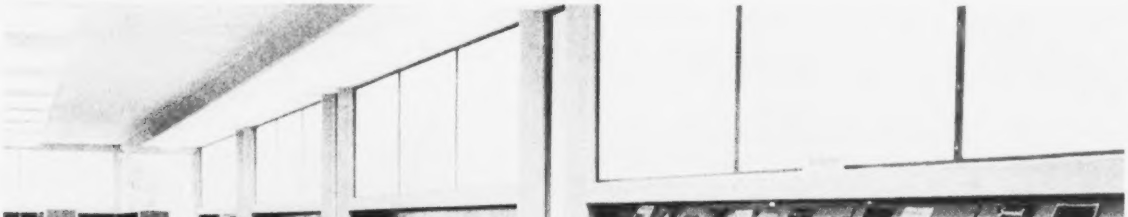
School Libraries and
Instructional Materials Branch
Mrs. Blase Souza

State Library Branch
Mrs. Hanako Nakamura

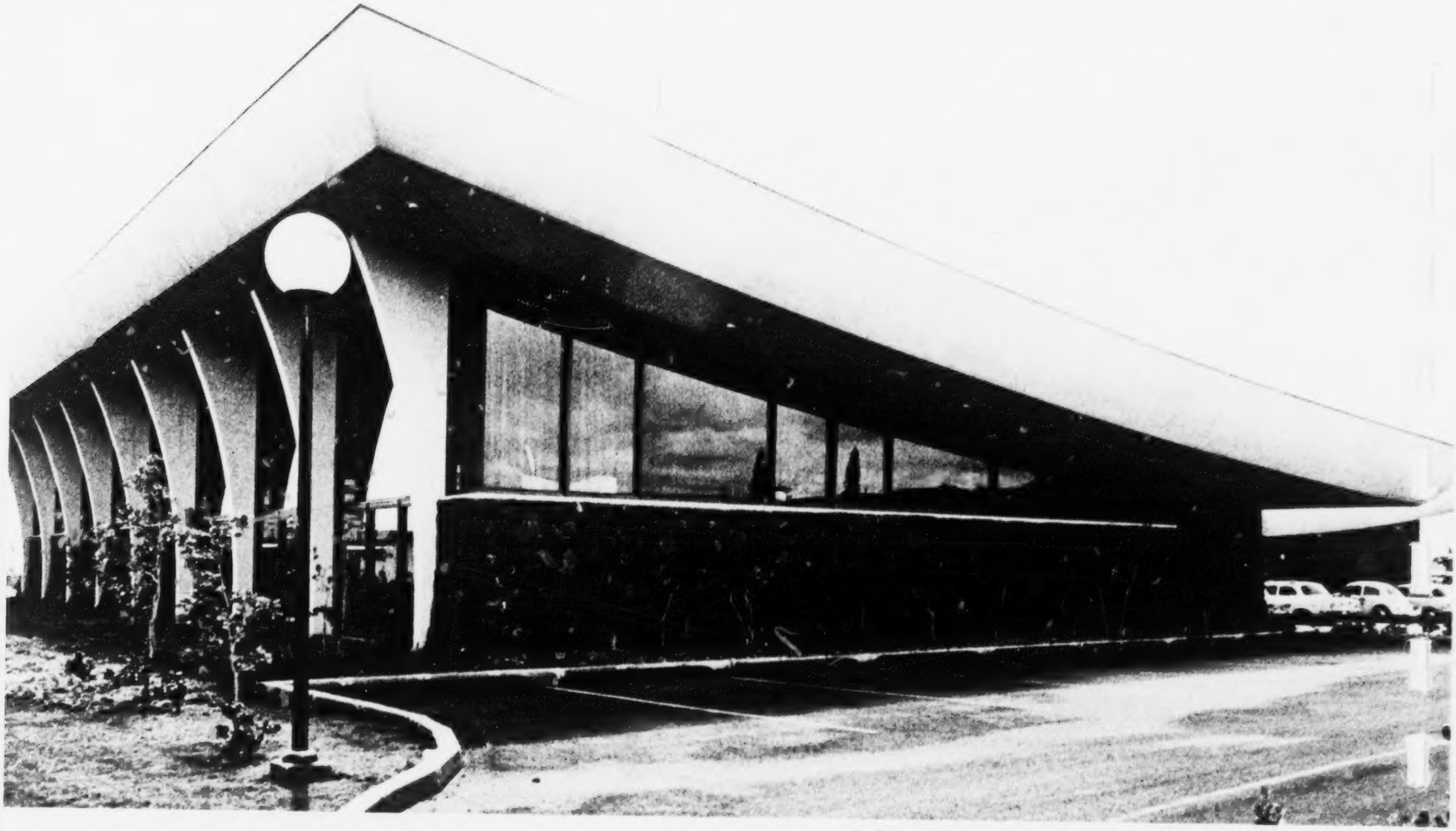
Teacher Assist Center
Mrs. Camille Almy

The Ohio State University evaluation center under the sponsorship of the U. S. Office of Education, Department of Health, Education, and Welfare provided the assistance in developing the guidelines that were utilized in preparing this long-range program. Valuable input and critiques were received through Miss Helen Luce, Program Officer, Libraries and Educational Technology, Department of Health, Education, and Welfare, Regional Office, San Francisco, California.

Continuous work sessions and conferences resulted in a preliminary draft. Additional meetings and review sessions generated further inputs which have resulted in six drafts. This final draft is being submitted to the Board of Education and the Governor's office for approval prior to submission to the Department of Health, Education and Welfare. The Task Force will provide for the continuation of the planning process.



A view of the Pearl City Regional Library



A dramatic perspective of the Kauai Regional Library

GOAL STATEMENT

The Department of Education of the State of Hawaii, through the Office of Library Services, shall provide free, comprehensive library resources and services to the people of Hawaii, without sectarian control or segregation, conveniently accessible to every resident of the state.*

This statement of the goal of the Office of Library Services necessitates a clarification of the following terms:

"Through the Office of Library Services..."

Shall include cooperative arrangements with: all libraries throughout the state to include but not limited to public (community, community-school and regional); academic libraries; institutional (medical, correctional and residential); special (industry, governmental, etc.); all media planning, consultation, development, utilization, reproduction and distribution, evaluation services; and all administrative, procurement and distribution services.

". . .Free. . ."

This term does not preclude the imposition of legal and reasonable fines as penalties for the abuse of materials, resources, facilities or services offered by the Office of Library Services. This privilege is contained in the State Constitution and is implemented by the Hawaii Revised Statutes.

". . .Comprehensive Library Resources and Services. . ."

Includes every classification of informational, educational and recreational materials: print, non-print, and equipment. The term also includes attractive, comfortable and convenient facilities in which to utilize these materials if so desired; and quick, courteous and efficient assistance in retrieving these materials.

---

*Hawaii State Constitution, Hawaii Revised Statutes

". . .To the People of Hawaii. . ."

This term must, by its definition, apply to all patrons or users, resident and transient, unless otherwise qualified.

". . .Without Sectarian Control. . ."

This term, specified under the Constitution of the State of Hawaii, need not preclude assistance to private institutions or library/media centers.

". . .Or Segregation. . ."

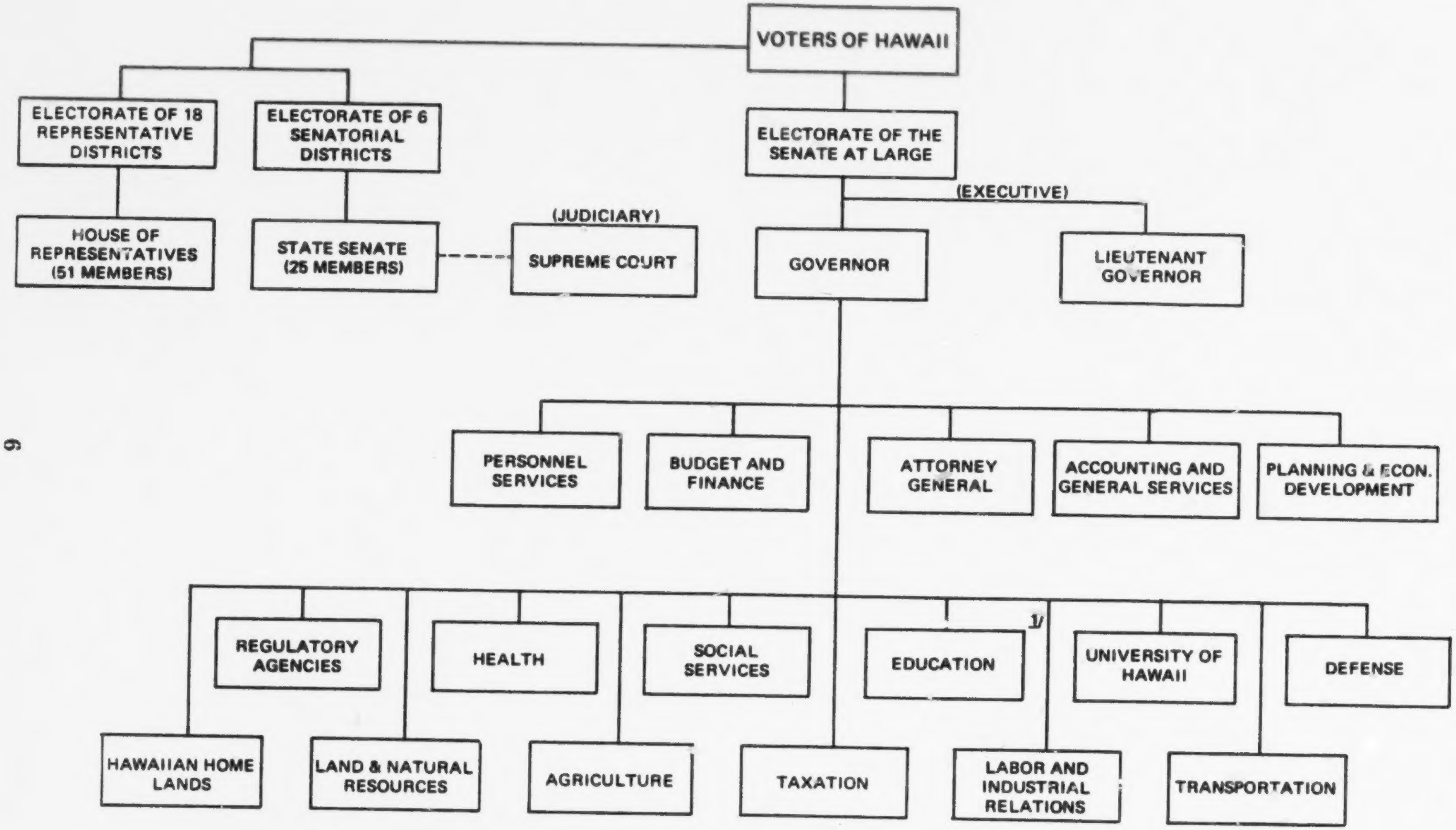
This term, limited under the Constitution to "race, religion, or ancestry" should also be recognized to have expanded applications including sex and disadvantaged or economic distinctions. In essence, the goal should be to provide the same resources and services, under the same conditions, to all residents of the State whether they live in a rural and remote area on the island of Hawaii or a low-income housing section in Honolulu. It should also be recognized that the term applies to the preceding phrase and recognizes no distinction between individuals for administrative or management positions within the Office of Library Services other than the specific qualifications set by law and the degree of experience and training of the individual.

". . .Conveniently Accessible. . ."

This term implies a reasonable difference in retrieval time for library/media material due to geographical limitations.

Figure 1

ORGANIZATION OF THE HAWAII STATE GOVERNMENT



NOTE: DOTTED LINE BETWEEN THE STATE SENATE AND THE SUPREME COURT REPRESENTS THE SENATE'S CONFIRMATION POWER OF THE GOVERNOR'S APPOINTMENT OF JUSTICES OF THE SUPREME COURT.

AS OF FEBRUARY, 1969

1/ Board of Education elected.

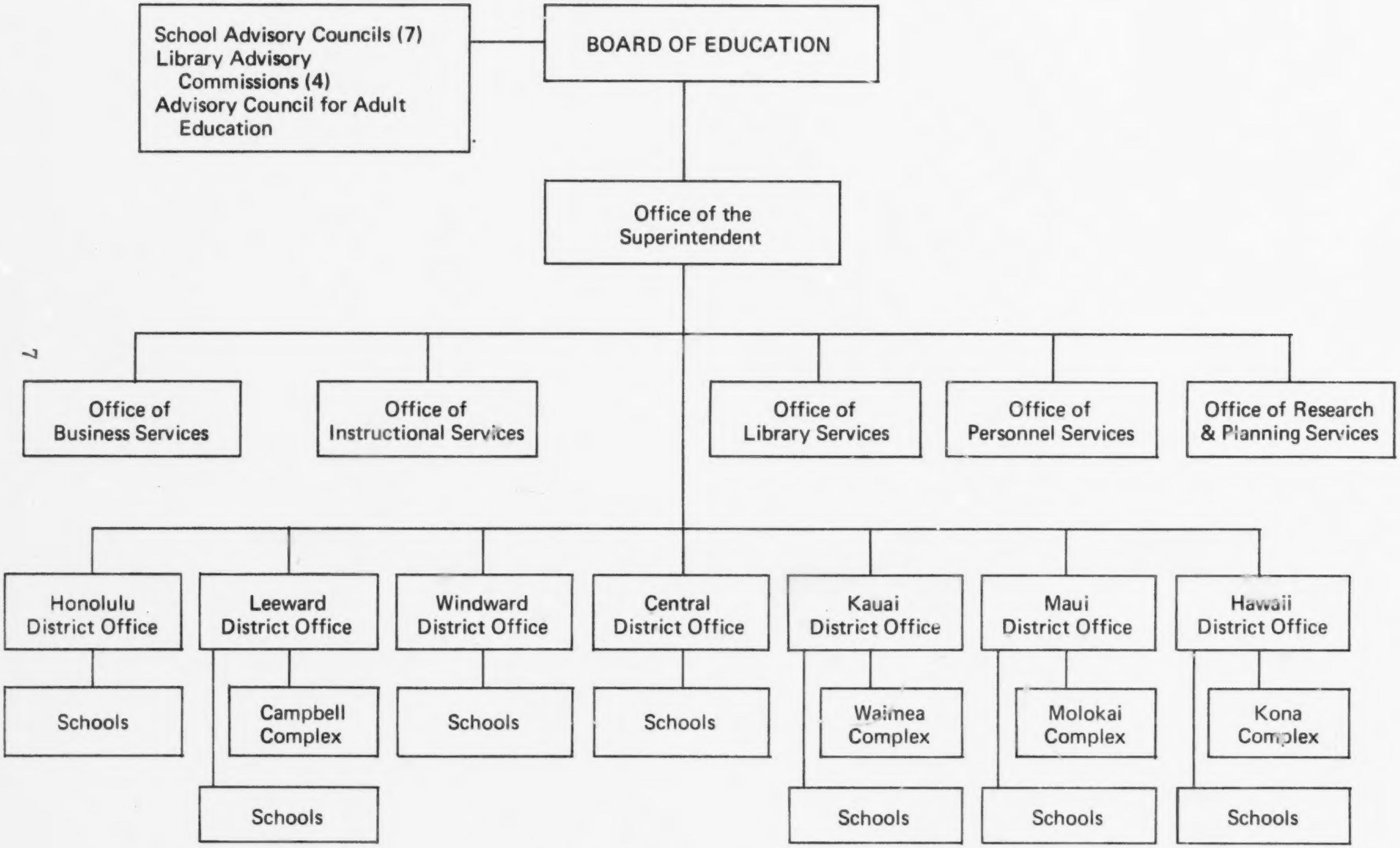
PLAN OF ORGANIZATION, STATE OF HAWAII, 1969

Figure 2

ORGANIZATION CHART

DEPARTMENT OF EDUCATION

POLICY

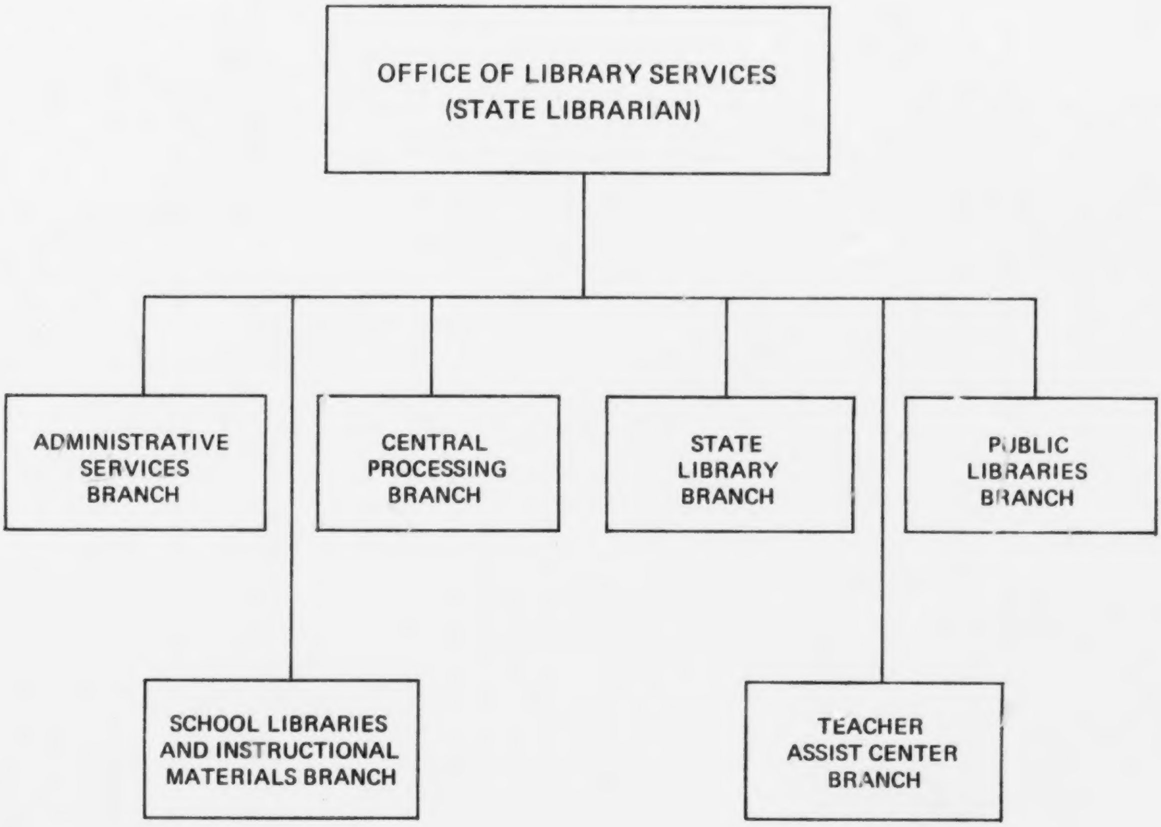


SOURCE: Department of Education Code, 1000 Series. Rev. 12/70

Figure 3

State of Hawaii
Department of Education

Office of Library Services
Organization


OFFICE OF LIBRARY SERVICES
(STATE LIBRARIAN)
ADMINISTRATIVE SERVICES BRANCH
CENTRAL PROCESSING BRANCH
STATE LIBRARY BRANCH
PUBLIC LIBRARIES BRANCH
SCHOOL LIBRARIES AND INSTRUCTIONAL MATERIALS BRANCH
TEACHER ASSIST CENTER BRANCH

SOURCE: Department of Education Code, 3000 Series. Rev. 12/70

THE SETTING

HAWAII'S LIBRARIES - IMPLICATIONS FOR GROWTH

The State of Hawaii is dynamic, undergoing constant economic, sociological, and political change and development. Hawaii's libraries are an integral part of the heritage of Hawaii. In order to remain a part of the future of the State, however, our libraries will need to actively respond to today's needs. We can do this by adapting our traditional goals of providing educational, recreational, and informational material to suit the distinctive needs of each community.

The Booz-Allen-Hamilton survey conducted in 1967, indicated, that only a small percentage of users (5%) were dissatisfied with existing library services. However, these users comprise only 37% of Hawaii's population. In essence this means our libraries need to develop more effective library programs and services in order to give every resident of the State equal and total library service.

Social implications of the changes occurring in Hawaii are found in the results of the demands of an expanding population, the impact of economic forces, and the emerging requirements of society. Our libraries can become relevant to our communities by focusing on data relevant to social change in Hawaii. Our efforts in providing library services should accordingly, focus on the continually changing character, attitudes, and condition of the population of Hawaii. We can do this by providing for the library needs of our people as they relate to problems concerned with Hawaii's community needs such as housing, labor, education, health, and cultural influences.

HAWAII STATE: FACTORS WHICH INFLUENCE PLANNING

The State of Hawaii consists of an island chain of eight major islands and a number of uninhabited islands with a small, but rapidly growing, population comprised of persons with diverse backgrounds and characteristics. The island of Hawaii is the largest in the island chain and consists of 4,030 square miles. Second largest is Maui, nicknamed "The Valley Island," with 728 square miles. Oahu, the third largest island, has only a total land area of 604 square miles. Aptly named "The Gathering Place," Oahu, in spite of its relatively small area, is the political, cultural and commercial core of Hawaii. Honolulu is the capital city encompassing the principal port, the major airport, the business and financial center, and the educational heart of the State.

The other major islands are: Kauai, which consists of 548.7 square miles; Molokai, consisting of 260.9 square miles; and Lanai, 139.5 square miles. Kahoolawe is uninhabited, and Niihau is the private property of the Robinson family which has protected the Hawaiian way of life on the island.

The island of Oahu is the center of business and government for the State of Hawaii. The general Plan for the City and County of Honolulu — a guide for the overall coordinated development of the City and County of Honolulu — sets forth the Council's policy for the long-range, comprehensive, physical development for the City and County in conformity with the City Charter.

The main civic center of the City and County of Honolulu is the area around Iolani Palace, City Hall and the Federal Building.

It is evident that a single civic center in Honolulu is not sufficient to adequately service all of Oahu's estimated population of 820,000 in 1980. There is need for expanded community facilities in many of the outlying areas on Oahu. Of the total projected population for Oahu in 1980, about 390,000 people will be residing in urban areas in rural sections of the island. These areas will be widely scattered throughout Oahu and, in most instances, isolated from each other by some natural physical barrier which prevents the contiguous development of these areas. These scattered urbanizing areas will require more convenient government services in strategically-located centers.

These centers, in addition to providing the residents with essential government services, will provide natural focal points for community activities.

The development of the district of Honolulu did not provide many residential suburbs with centralized community or civic areas. In our democratic way of life — where the importance of citizen participation is stressed in the development and administration of our city — centralized civic areas, appropriately located to serve our neighborhoods, are essential to conduct government business and provide a variety of services to the citizenry.

Two types of administrative centers are envisioned and designated as the Regional and the Community Centers.

Four sites have been designated as regional centers for rural Oahu:

1. Kaneohe - providing services to an estimated 148,000 people in Windward Oahu
2. Wahiawa - extending services to 54,500 people in Central Oahu
3. Waipahu - serving 160,900 people in Leeward Oahu
4. Waianae - serving 25,700 people.

Seven sites have been designated as community centers. These are Ewa #1, Ewa Beach, Haleiwa, Hauula, Kailua, Pearl City, and Waimanalo.

The objectives of these community sites are to serve the people adequately, to become centers of civic interest and pride, and to serve as focal points for the communities in which they are located.

POPULATION DESCRIPTION

The City and County of Honolulu which encompasses the entire island of Oahu, has experienced an increase of population growth since 1878. The population for the Neighbor Islands, however, dropped noticeably after 1940 and only since the early 1960's have they resumed their growth. "The City and County of Honolulu had a resident population of 258,000 in 1940, 500,000 in 1960, and more than 630,000 in 1970. The three Neighbor Island counties fell from 159,000 in 1940 to 132,000 twenty years later, then rose at a moderate rate to 139,000 in 1970."

Hawaii's population as of mid-1971 was 789,000. Of this total five-sixths live in urban areas, primarily in Honolulu, Oahu. Forecasts indicate that the state's population will grow to over 1,217,000 persons by 1985 and 1,352,000 by 1990. The City and County of Honolulu is forecast to experience the fastest rate of growth, with 1,050,000 in 1985 and 1,174,000 by 1990. The Neighbor Islands are expected to grow to 167,000 by 1985 and 178,000 by 1990.

Hawaii's population shows great ethnic diversity. The Caucasians comprise 38.8% with orientals of Japanese ancestry following with 28.3%. The other racial and ethnic groups in order of size are Filipino, Hawaiian, Chinese, Samoan and others. People of mixed ethnic background constitute a growing group with part-Hawaiians predominating.

The next seven pages contain graphic breakdowns of the population by age, race, residence and sex and library user information.

STATE OF HAWAII RESIDENT POPULATION WITH PROJECTIONS
THROUGH 1975

RESIDENT POPULATION JULY 1*

YEAR	TOTAL	CIVILIAN	LIVE BIRTHS	DEATHS
1970	765,295**	711,527	10,503	3,849
1971	777,159	723,389	10,755	3,990
1972	792,581	737,581	11,137	4,137
1973	804,789	749,789	11,522	4,284
1974	817,235	762,235	11,908	4,437
1975	829,914	774,914	12,307	4,591

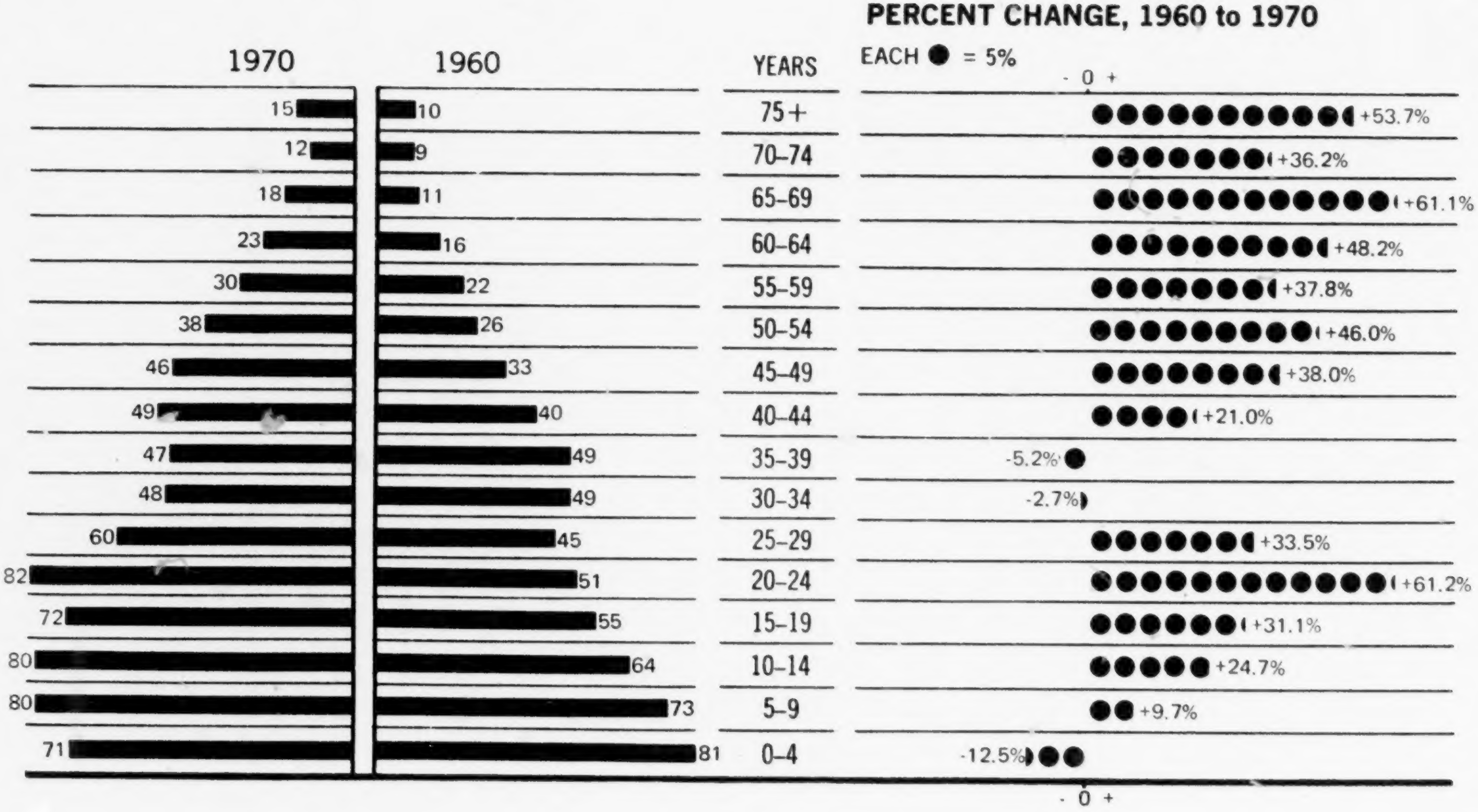
* Projections extracted from Hawaii Department of Planning and Economic Development. Statistical Report, 78, January 4, 1971.

** U.S. Department of Commerce. Bureau of the Census. 1970 census figure is 769,913.

Figure 5

Population by Age: 1970 and 1960

NUMBER IN THOUSANDS



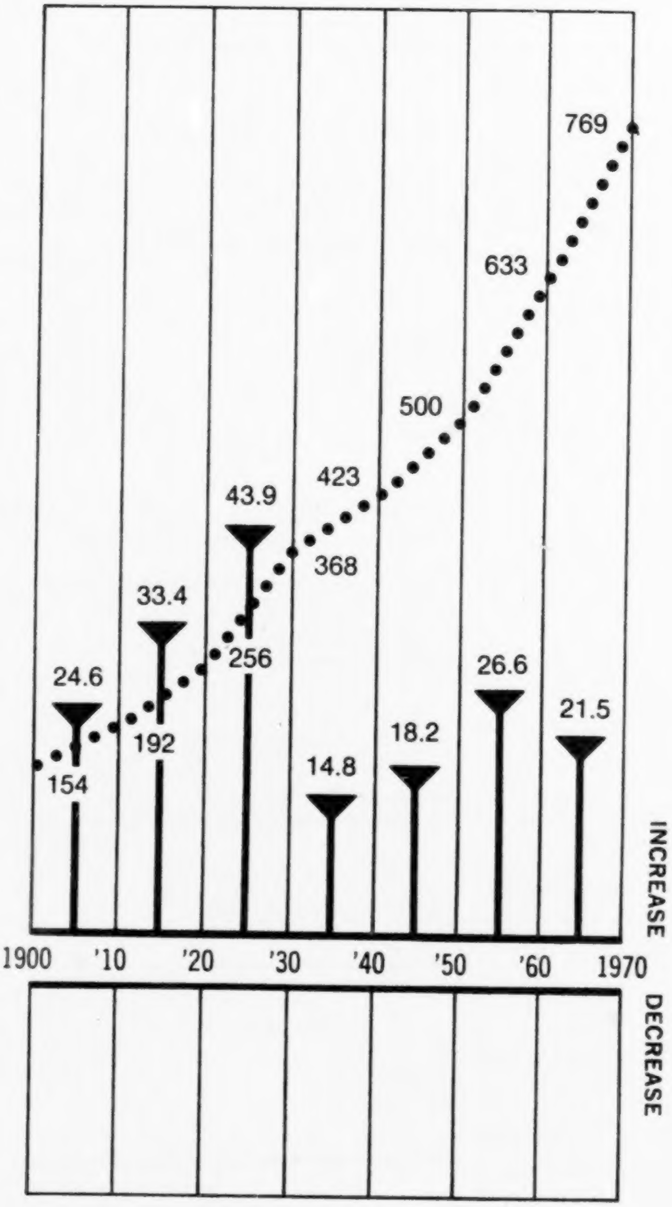
U.S. Dept. of Commerce, Bureau of the Census.
General population characteristics: Hawaii. Washington, D.C., 1971.

Figure 6

The State: 1900 to 1970

••• Total Population IN THOUSANDS

▼ Percent Change between Census Years

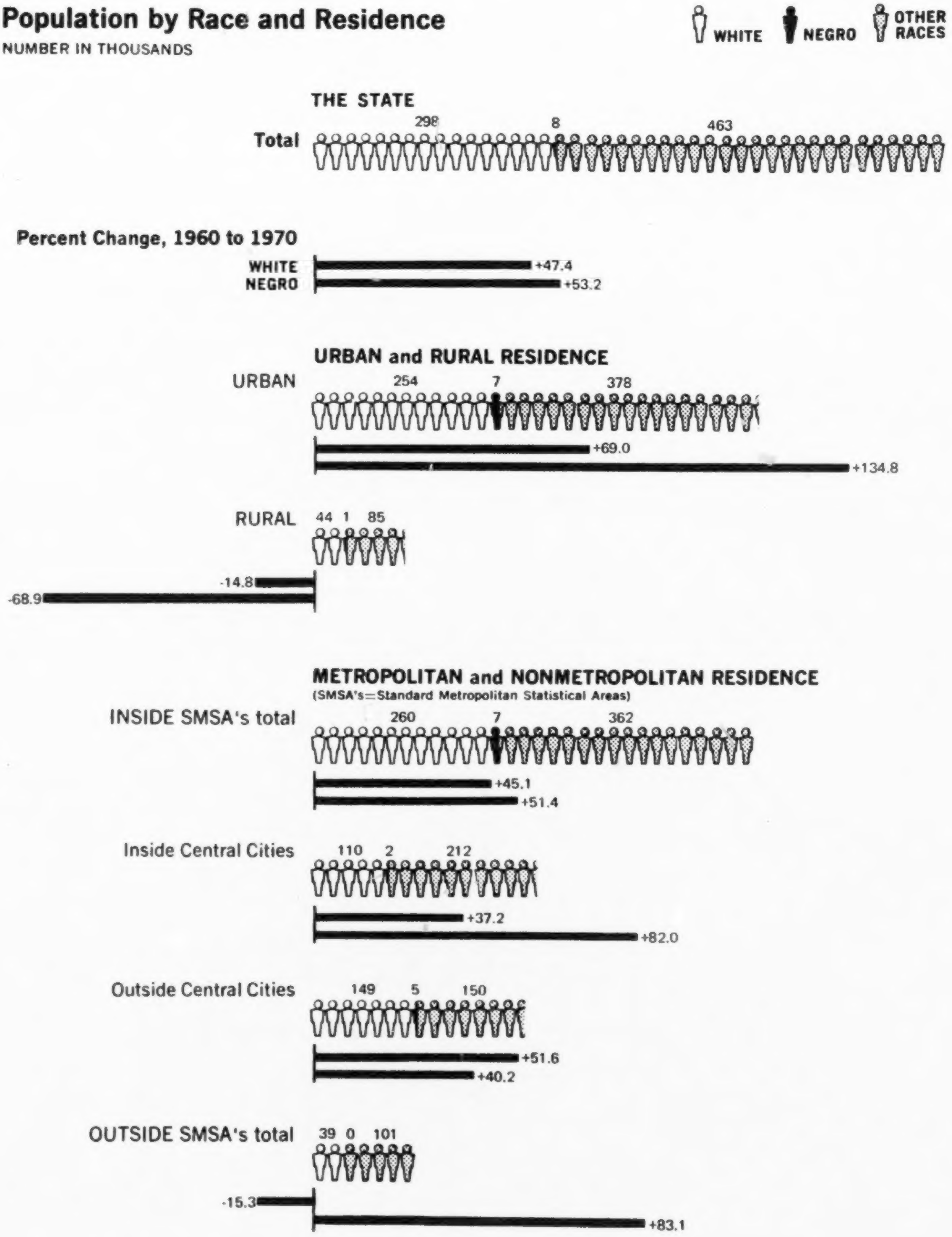


U.S. Dept. of Commerce. Bureau of the Census.
Number of Inhabitants: Hawaii. Washington, D.C., 1971.

Figure 7

Population by Race and Residence

NUMBER IN THOUSANDS



U.S. Dept. of Commerce. Bureau of the Census.
General population characteristics: Hawaii. Washington, D.C., 1971.

Figure 8

Race by Sex, for Counties: 1970

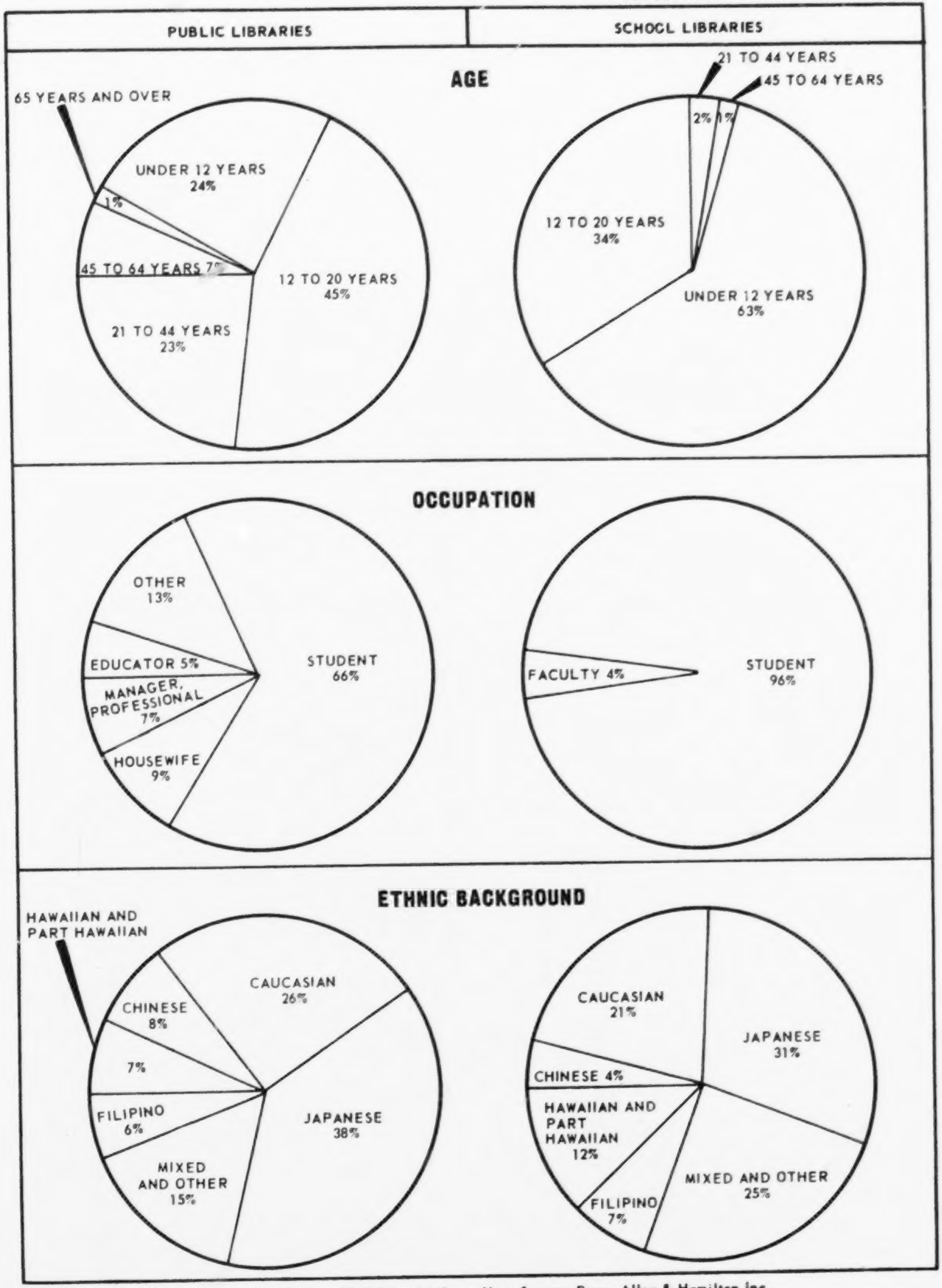
Counties			Negro and other races							
					Other races					
	Total	White	Total	Negro	Total	Indian	Japanese	Chinese	Filipino	All other
Hawaii	63 468	18 298	45 170	114	45 056	72	23 817	1 841	10 454	8 872
Male	32 898	9 427	23 471	70	23 401	32	11 735	932	6 319	4 383
Female	30 570	8 871	21 699	44	21 655	40	12 082	909	4 135	4 489
Honolulu	629 176	259 519	369 657	7 388	362 269	996	169 078	48 288	65 553	78 354
Male	327 041	140 387	186 654	4 866	181 788	597	81 268	24 277	36 706	38 940
Female	302 135	119 132	183 003	2 522	180 481	399	87 810	24 011	28 847	39 414
Kauai	29 761	7 733	22 028	41	21 987	30	9 780	538	8 135	3 504
Male	15 556	3 972	11 584	27	11 557	19	4 873	249	4 699	1 717
Female	14 205	3 761	10 444	14	10 430	11	4 907	289	3 436	1 787
Maui	46 156	12 610	33 546	30	33 516	28	14 632	1 372	9 773	7 711
Male	23 710	6 398	17 312	22	17 290	12	7 193	639	5 673	3 773
Female	22 446	6 212	16 234	8	16 226	16	7 439	733	4 100	3 938

U.S. Dept. of Commerce. Bureau of the Census.
General population characteristics: Hawaii. Washington, D.C., 1971.

Figure 9

STATE OF HAWAII
DEPARTMENT OF EDUCATION

CHARACTERISTICS OF LIBRARY USERS IN HAWAII - 1967

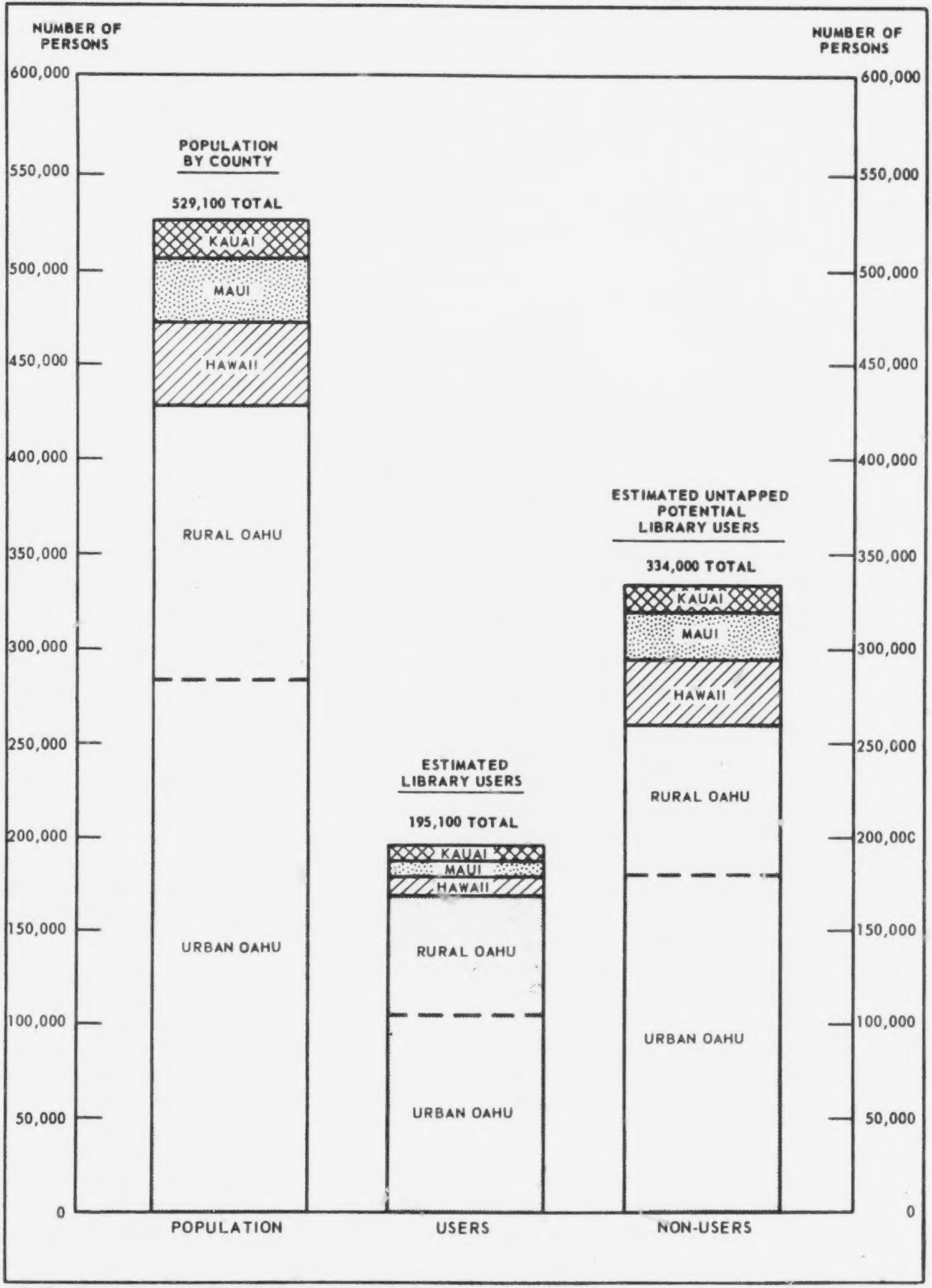


SOURCES: 1967 Public Library User Survey, 1967 School Library User Survey; Booz, Allen & Hamilton Inc.

Figure 10

STATE OF HAWAII
DEPARTMENT OF EDUCATION

ESTIMATED NUMBER OF PERSONS REACHED BY PUBLIC LIBRARY SERVICE IN HAWAII, BY COUNTY 1967



(NOTE: Based on a sample drawn from respondents 12 years old and older)

SOURCES: 1967 Survey of the General Public; Booz, Allen & Hamilton Inc.
State of Hawaii, Department of Planning and Economic Development.

GROUPS AFFECTING STATE LIBRARY AGENCY PLANNING

Varied groups — interested in library services, programs, and development — inform, counsel and work with the library agency. These include the Friends of the Library of Hawaii, the Hawaii Library Association, the Hawaii Association of School Librarians, the Pacific Association for Communications and Technology, and other interested, educational, and community groups.

COUNTY LIBRARY ADVISORY COMMISSIONS

MAJOR FUNCTIONS

The responsibilities of the County Library Advisory Commissions are:

1. To advise and counsel the Board of Education and State Librarian on major library policies, programs, services, and problems.
2. To advise the Regional Librarian and State Librarian in the preparation of the library budget for each particular county, and to recommend its approval to the Board of Education. To inform the community of the library's basic financial needs, and to work toward obtaining the necessary funds.
3. To act as liaison between the library and residents of the county, helping to interpret library policies and services and to advise the county librarian of community library needs.
4. To study and support legislation which will bring about the greatest good to the people and the libraries of Hawaii.
5. To study and make recommendations on particular needs of local libraries in view of population shifts, tastes, and interests of the public and to be alert for changes in community activities that will suggest new and different services which will benefit and promote the cultural life of the community.
6. To keep abreast of current library trends by reading library literature and by visiting other libraries.
7. To be alert for new ways of keeping civic attitude toward the library friendly by developing a program of public relations.
8. To confer with the Regional Librarian and State Librarian on matters pertaining to the maintenance, upkeep and repair of buildings.
9. To cooperate with other groups such as the county school advisory councils, the Friends of the Library, the PTA, State Advisory Council on Adult Education and other library and service organizations which can be of assistance to the library through service or gifts.
10. Upon appointment to accept the responsibility of attending meetings regularly without fail.
11. To make recommendations through proper channels for filling vacancies on their advisory board.
12. To keep in contact with the Regional Librarian and State Librarian as to when distinguished visitors are due and to help entertain them.
13. To consult with and advise the Regional Librarian on a policy relating to requests made by organizations and others for the use of the library facilities for meetings, displays, etc.
14. To cooperate with the State Librarian in the scheduling of meetings with the State Board of Education, when necessary, to advise in matters of major policy.

Copies of all minutes of the Library Advisory Commissions shall be sent to the library services committee which in turn shall send minutes of its meetings to the Library Advisory Commissions.

Representatives of the county Library Advisory Commissions should meet regularly, at least quarterly, with the State Librarian and the library services committee of the Board of Education.

FORMER POLICY*

Former code was designated as "policy;" its designation has been changed to "regulation." The word "county" has been added in the above code. The first paragraph has been deleted.

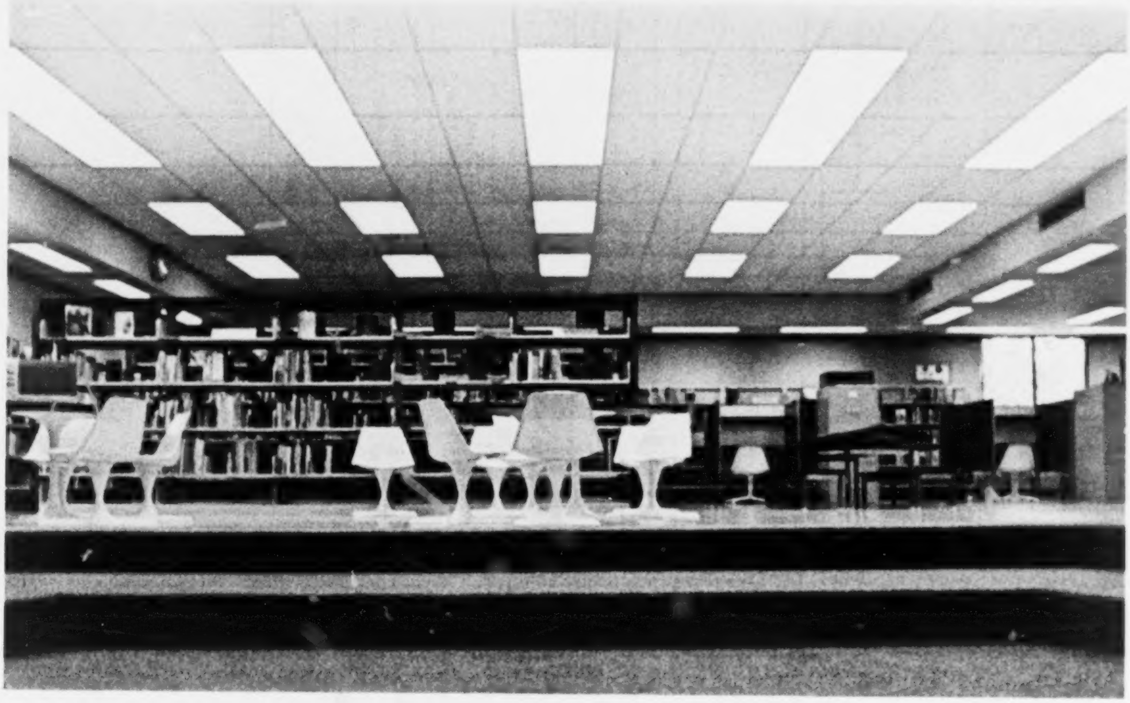
LIBRARY ADVISORY COUNCIL

UNDER P.L. 91-600 LIBRARY SERVICES AND CONSTRUCTION ACT

The functions and responsibilities of the State Library Advisory Council are:

1. To advise the State agency on the development of the State plan, including the preparation of long-range and annual programs pursuant to Sections 130.19 and 130.20;
2. To advise the State agency on policy matters arising in the administration of the State plan submitted pursuant to the Act and the regulations in this part; and
3. To assist the State agency in evaluating library programs, services, and activities under the State plan. (20 U.S.C 351a (8) 351 d(a).)

Children's carpeted reading well—McCully-Moiliili Library



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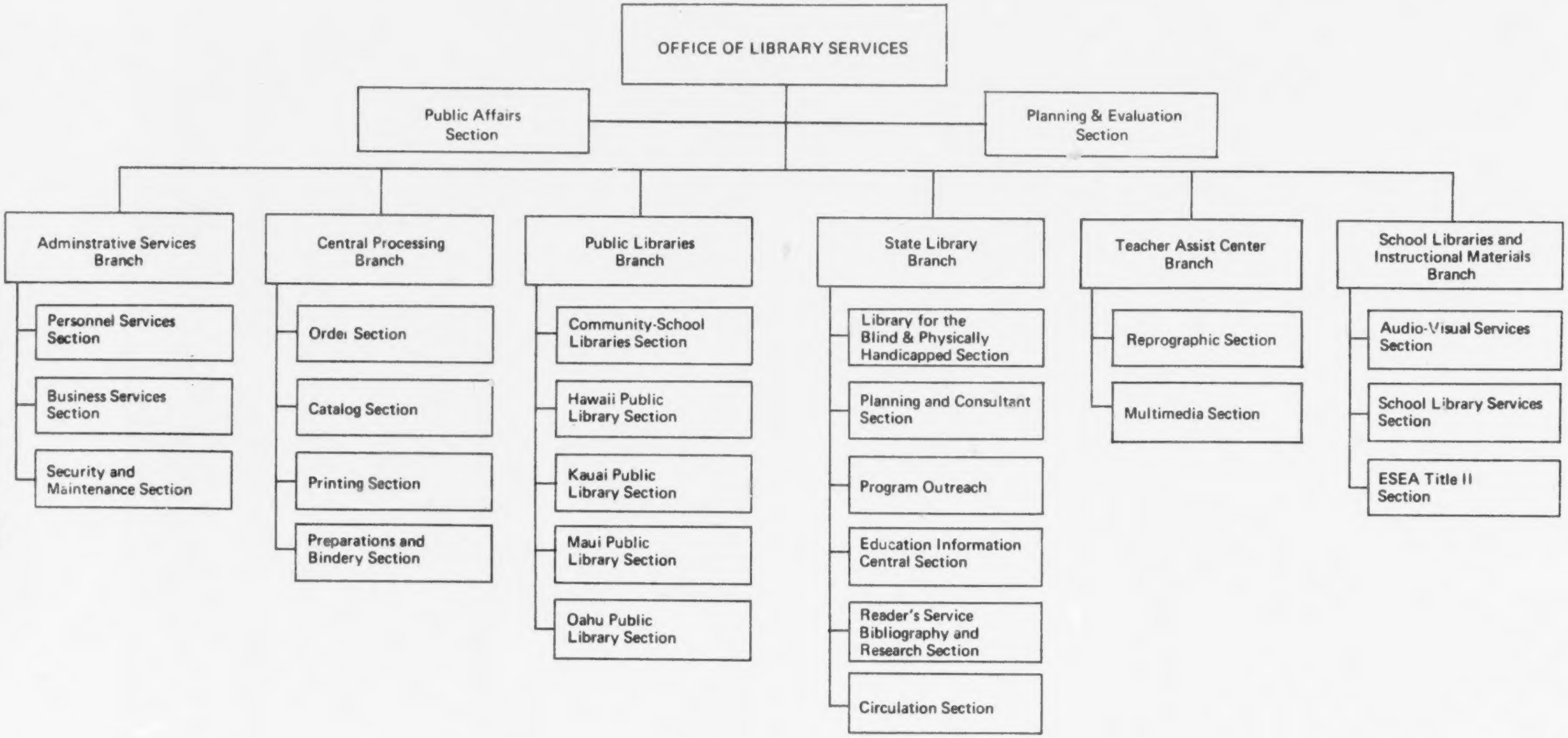
*Former Code No. 7510
Former Policy Adopted: 2/63

Figure 11

State of Hawaii
Department of Education
Office of Library Services
Projected Plan of Organization


OFFICE OF LIBRARY SERVICES
Public Affairs Section
Planning & Evaluation Section
Adminstrative Services Branch
Personnel Services Section
Business Services Section
Security and Maintenance Section
Central Processing Branch
Order Section
Catalog Section
Printing Section
Preparations and Bindery Section
Public Libraries Branch
Community-School Libraries Section
Hawaii Public Library Section
Kauai Public Library Section
Maui Public Library Section
Oahu Public Library Section
State Library Branch
Library for the Blind & Physically Handicapped Section
Planning and Consultant Section
Program Outreach
Education Information Central Section
Reader's Service Bibliography and Research Section
Circulation Section
Teacher Assist Center Branch
Reprographic Section
Multimedia Section
School Libraries and Instructional Materials Branch
Audio-Visual Services Section
School Library Services Section
ESEA Title II Section

PROPOSED: OFFICE OF LIBRARY SERVICES

THE OFFICE OF LIBRARY SERVICES

MAJOR FUNCTIONS

The major functions of the Office of Library Services are:

To operate community-school and community public libraries and render a variety of local library services.

To develop and maintain central library resource collections and provide statewide reference and bibliographical services.

To provide a government publication depository and distribution service.

To provide a special library service including centralized processing, bookmobile, interlibrary loans, library resources for the blind and physically handicapped, the disadvantaged and others.

To provide technical planning, standards development, training and evaluation services related to school library programs and instructional materials.

To administer and report on Federal aid to public library programs; plans, designs and participate in implementation of Federal Programs to public school and private school libraries.

To participate in library facility planning, provide facility security, routine maintenance, and janitorial upkeep of public library facilities.

To coordinate with and provide consultative library services to State agencies.

To maintain liaison and coordinate with municipal, state and federal library resources, develop inter-agency exchange and resource procurement activities.

To maintain liaison with all segments of the community on a statewide basis as related to library services.

To assist in furthering cooperative library assistances and

To maintain liaison with interested organizations on a regional (Pacific Basin) and international basis.

To serve as a resource center on special subjects of particular interest and capacity for Hawaii.

To provide services in reproduction, replication and distribution of materials in support of formal and informal educational programs and consultative and planning services for effective utilization of media on a statewide basis.

ORGANIZATION

The State Librarian provides the leadership necessary to plan, direct and control statewide public library services, supporting services to community and school libraries, state library services, centralized processing services, and administrative and operating services and undertakes management reporting and external relations of the Office of Library Services. The basic responsibility is to implement a totally integrated information and delivery system to service the people of Hawaii.

The Office of Library Services is organized into six major branches: Administrative Services, Central Processing, State Library, Public Libraries, School Libraries and Instructional Materials, and the Teacher Assist Center. Each branch is subdivided into specialized sections to carry out the functions assigned to the branch. Some of the sections are further subdivided into program areas.

BRANCH FUNCTIONS

ADMINISTRATIVE SERVICES BRANCH

The primary function of the Administrative Services Branch is to plan, develop and provide a variety of fiscal, personnel, administrative, facility maintenance, security and related support services within departmental guidelines and standards. This Branch assists in the planning and developing of management improvement programs, in-service training programs and participates in library facility planning.

CENTRAL PROCESSING BRANCH

The primary function of the Central Processing Branch is to provide consolidated ordering, cataloging preparations and bindery services for all public and school libraries in the State Library System.

STATE LIBRARY BRANCH

The primary function of the State Library Branch is to plan, develop, coordinate and provide a variety of centralized and specialized statewide library services in support of community (library) and school library programs. This Branch develops and maintains the basic resource and reference collection for the library system and coordinates inter-agency and inter-jurisdictional library resource services. Some of the responsibilities assigned to this Branch are program, service, and support-oriented. This Branch serves as the Hawaii State Library and provides direct public services.

PUBLIC LIBRARIES BRANCH

The primary function of the Public Libraries Branch is to plan, develop and provide local library services through the operation of regional public libraries, community public libraries and community-school libraries located throughout the state.

SCHOOL LIBRARIES AND INSTRUCTIONAL MATERIALS BRANCH

The primary function of the School Libraries and Instructional Materials Branch is to serve as the central departmental resource for the planning and development of school library media programs. Specific responsibilities include: analyzing school needs in regard to materials, facility, equipment and personnel; coordinating the evaluation of materials and equipment; developing standards and promoting their implementation; developing criteria and procedures for program evaluation; and providing of media-related consultative services to school librarians, audiovisual coordinators, and administrators.

THE TEACHER ASSIST CENTER

The primary function of the Teacher Assist Center (TAC) is to provide support services to the instructional program and state and district offices and provide reproduction and consultative services on a statewide basis, to all divisions of the Department of Education including public and institutional libraries.

Through the network of the Hawaii State Library System, TAC maintains an operational staff of specialists and technicians to conduct a variety of services — printing, multimedia duplication, consultative and advisory facility planning for library-media centers, graphics, distribution, library, production, technical and maintenance.

POLICIES AND REGULATIONS*

The Department of Education is mandated by the legislature to provide ways and means for placing libraries within reach of all residents throughout the State and particularly of all public and private school children, and to provide and maintain branch libraries, offices or places for the distribution of books and other material throughout the State.

The *policies and regulations* of the Office of Library Services of the Department of Education are contained within state and federal laws, department rules, regulations and policies, Office of Library Services policies and regulations, and by procedures outlined in the Office of Library Services Handbook.

All employees of the department shall follow these policies and guidelines and perform library services and other proprietary programs required by the Assistant Superintendent (State Librarian) of Library Services in carrying out his duties and responsibilities.

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*All references are supported by Hawaii Revised Statutes and minutes of the Library Advisory Commission meetings. Citation for specific paragraphs will be furnished upon request.

The Hawaii State Library System shall play the major role in developing the total subject, reference, and recreational resources which affect the economic, political, intellectual, and cultural life of the state.

In *acquisitions,* emphasis shall be on resources having both direct and indirect bearing on the total growth and development of our state. As administrator of public libraries, the State Librarian shall work towards the coordination of all state supported libraries and towards the cooperative building and use of all significant collections within the state.

The Department of Education shall make rules and regulations to establish a *State Publication Distribution Center* under the direction of the State Librarian.

The Board of Education shall adopt a schedule of hours for *public service* for the Hawaii State community and community-school libraries which shall best meet the need of the various publics. In formulating such a schedule, however, due consideration shall be given to employee morale and efficiency, especially where night and weekend services are involved.

The Office of Library Services shall periodically review the public service schedule to assure that it closely reflects the demands being generated by the library users.

Current schedules as approved by the Board of Education are provided for public distribution, posted in each library, and promulgated using all media. During summer months a modified schedule is usually provided. Libraries shall observe all holidays established by laws of the State of Hawaii. Holiday schedules for library closings, prepared annually, modify the above. Normally holiday schedules will be presented to the Board of Education for approval at least thirty days before the close of each calendar year for the following year. Service may be temporarily suspended in case of serious emergencies. *Bookmobile schedules* generally conform to library schedules but are kept more flexible to recognize public response at various established bookmobile stops. Schedules for heavily patronized stops may be extended. Stops which are very poorly patronized may be discontinued as uneconomical.

The Department of Education shall appoint such *personnel* including officers and employees as it deems necessary.

The State Librarian, under the direction of the Superintendent of Education, shall be responsible for the operation of all school and public libraries within the State.

The Department of Education may contract for the *exchange of librarians* with libraries as authorized by Section 312-3, Hawaii Revised Statutes.

The Department of Education shall care for, manage, and control *all property* set apart, donated, loaned to, or in any way acquired for the use of libraries.

Wherever practicable *meeting rooms or auditoriums* shall be provided in library facilities for use free of charge by educational, civic, cultural, and government groups. Such meetings must be open to and properly advertised as being available to the general public.

Rules and regulations governing the reservation and use of such meeting rooms or auditoriums shall be approved by the Board of Education and are normally initiated by the State Librarian with the recommendation of the Library Advisory Commissions.

Reservations for use of the *meeting rooms/auditoriums* may be made no longer than three months in advance. The library reserves the right to revoke permission to use the meeting room upon giving adequate notice to the reserving group. An adult (person, 18 years or older), who is a member of a group wishing to reserve a meeting room and who will be present at the meeting, must be responsible for maintaining order, for cleanliness, safety and security of the meeting room and for securing the building upon leaving. Refreshments may be served where facilities are available, but only during hours when the library is open. Organizations holding meetings assume responsibility for any damage to the room, its appurtenances, and for the replacement of lost or damaged equipment which may result from their organization's use of the meeting room. A person, duly authorized, and representing the group requesting the meeting shall complete the required form.

The Board of Education shall be responsible for the establishment of such *rules and regulations for buildings and grounds* as may be required to provide for the protection and safety of the public, the staff, facilities, equipment, and library materials. Such rules and regulations will be presented to the Board of Education by the State Librarian with the recommendation of the Library Advisory Commissions.

The library is a place for reading and research. The library, to serve its users efficiently and effectively seeks to preserve the general peace, safety and security of its staff, users, equipment, building and grounds. It relies on the conduct of users to avoid unnecessary noise and disturbance to other users. Running, shouting, loud talking, yelling, destruction or defacing of materials, equipment or the building and its appurtenance is not permitted. Offenders will be referred to appropriate authorities. Pushing, shoving, kicking, hitting, or throwing of any library staff, user, object or material is not permitted in the library or on the grounds which are within the library's jurisdiction. Placing feet up on tables, equipment, walls or other appurtenances are not permitted. Please guard your purse and belongings.

The library cannot be responsible for theft or damage to personal property. No smoking or eating is permitted except on lanais and patios or in other areas so designated. No gambling, no intoxicating liquors, drugs or substances are allowed on library premises including grounds within jurisdiction of the library. Indecent behavior is not permitted in libraries or surrounding grounds. Offenders will be expelled from library or referred to police. Profanity or disorderly conduct will be referred to police. Selling or soliciting of any kind is not permitted on library premises. Pets are not allowed in library buildings unless properly leashed or caged. Unsupervised children under the age of five years are not permitted in library buildings. Offenders not observing the above rules will be asked to cease and desist from their use of the library and/or be referred to the proper authorities.

All public libraries shall be appropriately named by the Board of Education, upon recommendation of the Library Advisory Commissions, and in accord with department regulations.

The early selection of a name for a new library is desirable so that the name may be used at all stages of planning and construction. The State Librarian shall develop a recommendation for a name by involving groups and persons in the community to be served. The recommendation will be submitted to the Library Advisory Commissioners and upon their recommendation will be submitted to the Superintendent for approval and referral to the Board for action. The naming of libraries for living persons shall be discouraged. Public libraries shall not be named for persons still actively connected with the Department of Education or for incumbent elected or appointed local, state or national government officials.

Buildings or rooms within buildings of the Hawaii State Library System of the Department of Education shall not be named for anyone still actively connected with the Department or for incumbent elected or appointed officials in local, state or national government. Individual rooms in public library buildings of the Hawaii State Library System normally shall be named for distinguished Americans, Board members, librarians, educators, or others who have been directly involved with the Department for a substantial period of time and have made significant contributions to its academic and cultural programs. Under proper circumstances, donors of buildings may be honored by appropriate naming. Areas and roadways, when names are necessary, shall customarily be designated with appropriate Hawaiian words or descriptive or functional titles.

In the event of a serious emergency which threatens the safety of the staff or public, a library building or its contents, the senior staff member present has the authority to immediately close the library to the public for a period as it may be necessary to restore order and/or remove the existing threat. Such emergencies include, but are not limited to: civil defense actions, fire, riot or civil commotion, or threats to do bodily harm.

If it is practicable to telephone the appropriate Director or the State Librarian before taking any closing action, do so. If it is impracticable or impossible to telephone beforehand, do so as soon after the incident as possible. If it is possible to evacuate the building before closing it, do so. If it is impracticable or unsafe to evacuate, remain in the building and protect yourself as best you can. If the staff can safely work in the building, they should work the usual 40 hour week on whatever tasks are available. If the building has to be evacuated before closing time, time off or schedule adjustments will have to be arranged as soon as possible, based on the circumstances. If the action results in calls or interviews from media people, avoid comments on policy which should be referred to the State Librarian or to a Director.

The Department of Education shall receive, care for, expend and account *for any money* which may be received for the purpose of erecting buildings or for any other purposes of the libraries.

Appropriated state funds obtained shall be expended in accordance with law and with policies, rules and regulations established by the State Comptroller and the Department of Education. *Federal funds* for library services obtained through project proposals made by the State Librarian shall be expended in accordance with appropriate federal and state regulations.[1]

The Department of Education shall receive, use, manage, or invest *monies* or other property, real, personal, or mixed which may be *given, bequeathed, devised, or in any manner received from sources other than the legislature or any federal appropriation* for any or all purposes of the libraries. Funds obtained from the operation of this law shall be deposited with the director of finance in a special fund and shall be administered in accordance with rules and regulations of the State Comptroller and Department of Education.

Items of real or personal property may be received and accepted by the Department of Education for any and all purposes of the libraries. Such *gifts,* including books, when accepted in conformity with rules and regulations of the Department of Education become the property of the State of Hawaii. Accounting for and disposing of such property is governed by rules and regulations established by the Department and the State of Hawaii.

Income from the operation of libraries that are financially supported by the State shall be deposited with the director of finance to the credit of the *general fund,* provided that moneys or properties donated for library use and patrons' deposits shall be deposited and accounted for in accordance with regulations prescribed by the comptroller.

The amount of money to be assessed as *fines* and *related income* shall be determined by the Department of Education upon recommendation of the State Librarian.

There shall be within the Department of Education a commission in each county to be known as the *library advisory commission for the county* which shall in each case sit in an advisory capacity to the Board of Education on matters relating to public library services in the respective county. Each commission shall consist of not less than seven and no more than eleven members.

The Department of Education may make such *arrangements or contracts* as are approved by the Governor, *with any county, city, association, society, person or persons,* for the purpose of benefiting the libraries and increasing their facilities and use; enter into such arrangement or contract as is approved by the Governor, with the Friends of the Library of Hawaii, for the purpose of obtaining the use of books and property and income of the Friends of the Library of Hawaii.

Annually during the month of July but as of June 30 preceding, the Department of Education shall *report* to the Governor the moneys received from all sources and expended for all purposes during the preceding

LEVELS OF FUNDING

Major Program or Supporting Service	Fiscal Year 1971-1972	Fiscal Year Estimated Funding Levels Required 1972-1977	
	(Thousands)		
Overall Management	$ 187	$ 187	197
Public Library Services	3,708	3,708	4,648
School Library and Media Services	682	682	709
Special Library Services	420	420	504
Administrative and Technical Services	779	779	935
Total	$5,776	$6,993	

year, and any other matters pertaining to the libraries which it may deem important, or the Governor may require.

It is estimated that total operating requirements for library services will increase to $6.9 million by 1977.

Operating costs for the major supporting service of overall management will increase from $187 in 1972 to a range of $197 by 1976 to provide expanded staff support to the Assistant Superintendent (State Librarian) and undertake comprehensive staff development and recruitment, research and operations analysis, and public information and external relations activities. Major expenditure increases will be needed between 1972 and 1976 so that new overall management services can be initiated and existing services significantly strengthened.

Public library services will require a steady increase in appropriations during the planning period to provide significantly expanded staffs for regional library centers, an increase in professional and para-professional staff for the Hawaii Resource Center, and adequate staffing for service units.

INFORMATION SOURCES

More than 500 libraries are identified in Hawaii by an inventory of library resources conducted as part of the library planning study. Nearly 60% of the libraries identified are educational and academic libraries (40% of the total being public school libraries), approximately 20% are governmental or social service libraries, and 10% are business and technical libraries. The remaining 10% of all individual libraries are public libraries.

UNIVERSITY OF HAWAII LIBRARY

The University of Hawaii Library at Manoa is the major academic resource in the state. It provides service to any student enrolled or any faculty and staff member employed within the University of Hawaii system, to students from private colleges, and to any resident, either directly or through interlibrary loan. In addition to providing materials to support class work and research conducted at the University, the Library has a national responsibility to maintain the excellence of its Hawaiian, Pacific and Asian collections. The Library is a member of the Center for Research Libraries, Chicago, which enables it to share the expense of acquiring and housing costly little-used research materials with other member libraries. These materials are then made available on interlibrary loan. It is also a member of PAMBU, The Pacific Manuscripts Bureau, a cooperative arrangement between libraries in Australia, New Zealand and Hawaii for locating and microfilming manuscript material relating to the Pacific. It also provides support services such as cataloging of difficult materials, processing orders for books, reproducing catalog cards, lending of films and media equipment and interlibrary loan for the libraries of the six community colleges and the University of Hawaii, Hilo College. The Library Council, composed of the heads of these libraries and a faculty representative from each campus has given considerable attention to this kind of interlibrary cooperation.

PUBLIC SCHOOL LIBRARY MEDIA CENTERS

The Public School Library Media Center provide additional sources of information.

The *Master Plan for Public Education in Hawaii* states that "the department should stress in its program (1) additional exposure to library services, particularly relating to research, identification and correlation of data and use of multimedia techniques; (2) analytical skills and logic, and (3) communications sciences."

Planning for Libraries in Hawaii: A Comprehensive Statewide Planning and Feasibility Study for Public Libraries and Joint School and Public Library Facilities, recommends that School Libraries and Instructional Materials Branch "develop, recommend, and maintain appropriate standards and guidelines to improve the collections, service, personnel, methods, facilities, and equipment of public school libraries, encourage and assist implementation of standards established by the Board of Education and coordinate evaluation of accomplishment in relation to standards." (7: following 105) With the publication of these two key documents and the national trend in developing the multimedia role of the school library, the Department of Education, Office of Library Services, recognized a need and is presently revising the school library standards accepted by the Board of Education in 1967 to meet the needs and requirements of today's educational goals and to place the standards of school libraries in juxtaposition with audio-visual programs.

The overall aim is to present minimal standards for media programs that will enable schools to implement their instructional goals and objectives. The library is taking on an expanded role to aid the individual learner with print and non-print materials.

Every school should have its own media center, which will provide basic instructional materials and services. The media center is basically a school library, with a program of expanded services and the provision of print as well as non-print materials.

In an instructional program characterized by the multi-media approach, the media center provides services and resources to support and improve learning and teaching. Information on new educational developments, materials and equipment is available. In addition, provisions are made for the production of materials to meet the needs of students and teachers.

The media program of services should include:

1. Assisting staff in curriculum planning, research, development and evaluation.
2. Motivating students and staff to use materials for both instructional and recreational purposes in small groups, large groups or individually.
3. Supporting staff and students in the effective utilization of equipment and materials, by providing guidance and instruction.
4. Providing services and facilities for the production of materials.
5. Furnishing the services that make information and materials easily available.
6. Providing liaison and advisory services for use of other resources within the school, complex and community.
7. Assisting teachers with evaluation, selection, and use of textbooks.
8. Providing reinforcement of the learning process.

SPECIALIZED COLLECTIONS

Other substantial collections are found in the state. Most of these are specialized collections and include the following:

LIBRARY	MAJOR SPECIALIZATION
Bishop Museum	Anthropology, History, Natural History
Church College of Hawaii	Religion, Polynesian Culture
East-West Center	Asian Studies
Hawaii Medical Association	Medicine
Hawaiian Sugar Planters Association	Plant Pathology, Tropical Agiculture
Hawaii Supreme Court	Law
Honolulu Academy of Arts	Architecture, Art History
Legislative Reference Bureau	Public Administration, State Law
Municipal Reference	City Government, Urban Planning
Public Archives	Hawaii Government
U.S. Army	Medicine, Military Science
U.S. Navy	Naval Ordinance, Naval Warfare, Ship Construction

TYPE OF LIBRARY	NUMBER OF LIBRARIES IDENTIFIED
Academic Libraries	
University of Hawaii, Manoa	2
University of Hawaii, Hilo College	1
Community College	6
Private College	7
Subtotal	16
Business, Legal, and Industrial Libraries	
General Business, Finance, and Accounting	18
Attorneys	5
Communications, Transportation, and Other	10
Subtotal	33
Elementary and Secondary School Libraries	
Public School	214
Private and Special School	66
Subtotal	280
Government Libraries	
Federal	25
State	42
City and County	13
Subtotal	80
Institutional Libraries	27
Public Libraries (Community, Regional and Community-School Libraries)	37
Social Services Libraries	
Medical and Other Health-Related	23
Religious and Social Agencies	20
Artistic and Cultural	2
Subtotal	45
Technical Libraries	
Engineering and Architectural	12
Scientific and Other	4
Subtotal	16
Total Library Resources Identified	534

INTERLIBRARY COOPERATION

Interlibrary cooperation is essential to gain maximum benefit from the total library resources of the state. Because of its statewide system, under the aegis of the Department of Education, the Office of Library Services has been able to assume a position of leadership in planning for and beginning to implement interlibrary cooperation with the impetus of the Library Services and Construction Act Title III funding. For example, new projects such as the use of teletypewriter communication and the development of a Hawaiiana thesaurus involve and benefit public university and private libraries.

The Booz-Allen-Hamilton feasibility study outlines the needs of other economic and governmental institutions. To begin to meet this need a Labor, Management and Technology Section has commenced operation as part of the Hawaii State Library and classification and cataloging services has been provided by the Centralized Processing Center to some governmental agencies.

The University of Hawaii Library at Manoa has already established sound cooperation with the other libraries in the University system and now plans to cooperate with the Supreme Court Library in providing library services for the new Law School. Some of its projects benefit libraries beyond the system. For example, a microfilm edition of the Library's card catalog is now available for purchase by any other library in the state. Copies are already located in the colleges on Hilo, Kauai and Maui. Free exchange of films between the Hawaii State Library and the University has greatly increased the number of films available to citizens of the state.

Some major cooperative projects initiated by the University are just beginning. A Union Catalog of materials in all the libraries in the University system is being developed. If this were to be expanded to include the holdings of the Hawaii State Library, access to the two major information resources of the state would be available in one location. Another study is under way to provide a comprehensive analysis of the present collections of the University Library and the State Library, as well as a comparison of their acquisition trends and policies. The results of the report of this study should encourage progress toward the state policy of cooperative building and use of all significant collections within the state.

The Union List of Serials in the Libraries of Honolulu last published in 1965 is a good example of cooperative production of a valuable bibliographic tool. The information it provides is essential in a geographically isolated area like Hawaii. Plans for updating it are now developing and will depend on the fullest cooperation of all libraries with significant serial holdings for their success.

CONSTRAINTS UPON STATEWIDE LIBRARY EFFORTS

ECONOMIC

Current revenue projections show that the state anticipates a deficit possibly as high as $97 million for the biennium. The Governor indicates that $18 million can be saved through enforced cost savings, such as the current freeze on government hiring.

Thus library staffing to date has been curtailed by 10%, because no vacancies can be filled.

Funding will be governed by the above restrictions.

FACILITY

State Library facility designed to house all library functions at the State Level as included in American Library Association Standards for Library Functions at the State Level is needed. Other facility needs are a central library function in each county adequate to perform modern library services at the county level and offer a full range of library services and materials including supplemental reference, interloan services, book ordering, cataloging, central bookmobile collection, equipment and supplies, preparation of lists and other functions.

Branch libraries are needed for community population concentration of 5,000-7,500 or more within a 2½-5 mile radius, a 1½-2½ mile radius or a 1-1½ mile radius or when an objective survey shows that a proposed branch will be assured of a minimum annual circulation of 75,000 (of which 45% to 50% will be adult circulation) and that, in addition, at least 10,000 adult informational questions will be answered annually. A branch circulating 75,000 or more books a year should have at least 5,000 sq. ft. with about 65 seats for adults and 45 for children, and be located in the center of pedestrian traffic.

School-public library combinations wherever located should have a minimum of 8,000 sq. ft. and should be located to insure the maximum of pedestrian and automobile traffic by the general public.

Bookmobiles should have a capacity of 2,500 to 4,000 volumes; be planned and operated to serve as many adults as children and to lend as many adult books as children's; and carry collections to render quick everyday reference.

All library facilities should have maximum acoustical, temperature, and humidity control to insure maximum utilization and protection of materials.

Site requirements	Central library, 0.65 sq. ft. per capita, including parking.
	Branch library, 0.85 sq. ft. per capita, including parking.
Floor space requirements (minimum standards)	Central library, 0.45 sq. ft. per capita.
	Branch library, 1 sq. ft. per capita.
Minimum branch library size	5,000 sq. ft.
General development	Library buildings should be functional, efficient and inviting. They should be expandable since service demands grow as the population grows. Off-street parking should be provided at a ratio of 1.5 sq. ft. per square foot of floor space.

DECISION STRUCTURE AND OPERATIONS

ORGANIZATION

The present plan of top level organization of library responsibilities provides numerous operational benefits. Among these are:

- The Board of Education appropriately can provide policy direction and general guidance within the statewide educational framework.
- Top executive leadership by the Superintendent of Education can further effective integration with the total education system.
- Top management by the Superintendent relieves the chief library executive of much non-professional involvement and assists concentration on direct and professional library responsibilities.
- The concept of advisory library bodies to enlarge public involvement in libraries and to give citizen attention specifically to library needs and opportunities and to reflect important regional and local considerations is desirable.

There are decision-makers in other agencies or groups within and outside of state government which affect library planning.

HAWAII STATE GOVERNMENT:

Office of the Governor, Department of Budget and Finance, Department of Accounting and General Services, Department of Attorney General, Department of Planning and Economic Development, Department of Land and Natural Resources, Department of Personnel Services, Department of Health, Department of Social Services and Housing, Department of Education, Office of the Superintendent; Department of Education, Assistant and District Superintendents; Board of Education, Library Advisory Council, Library Advisory Commission, and the Office of Environmental Quality Control (for facilities). Outside of this category are the University of Hawaii, County Governments (Honolulu, Hawaii, Maui, Kauai); Department of Health, Education and Welfare, Washington, D.C. and 9th Regional; and the Hawaii Foundation for History and the Humanities.

The following groups have authority to review library decisions: Library Advisory Council, Library Advisory Commissions, Department of Education, Assistant and District Superintendents; Department of Education, Superintendent; and the Board of Education.

Those with authority to approve or disapprove decisions regarding libraries include these agencies and departments of the Hawaii State Government: Department of Education, Superintendent; Board of Education; Department of Planning and Economic Development (if it affects planning of facilities); City and County Government (if it affects the metropolitan area); Department of Attorney General (if necessary); Department of Budget and Finance; Department of Accounting and General Services; Department of Land and Natural Resources; and the Office of the Governor.

Within the state library agency there is a need to clearly define the roles and relationships between planner and evaluator, between planner and decision maker, and between evaluator and decision maker.

CRITERIA

According to the Basic State Plan, May 25, 1971, every resident of the State shall have free library service available in his local community through bookmobile, deposit station, branch library or community-school library. Every resident of the State shall have access through his local outlet to the full range of modern library facilities provided by the State and Federal library agencies. The local library outlet shall have sufficient resources to enable it to provide the most frequent requested material from its collection, and be as easy to reach and as easy to use as a local shopping center.

Adequate reference library service shall be understood to exist when 90% or more of reference transactions shall be satisfactorily completed. The reference and inter-loan network shall help to create a 90% service factor in this area.

Community libraries shall have a basic collection of 25,000 volumes or 5 books per capita, whichever is greater.

Regional libraries shall have a basic core of at least 125,000 titles, 10,000 titles in non-circulating collection, 5,000 sound recordings, 500 educational films, substantial collection of current U.S. and Hawaii State Government Documents, periodicals and newspapers. Audio-visual materials and equipment and other news media as developed shall be provided. (Materials associated with teaching machines, closed circuit and educational television shall be available.)

State Library Branch shall have a basic collection of 750,000 volumes and shall serve as a Resource Center.

Staff services quantitatively and qualitatively shall be provided for appropriate use of collections materials and equipment. Comprehensive facilities planning shall be based on the needs, objectives, and program requirements of future and present library services.

SELECTION OF ANNUAL PROJECTS

Annual Programs shall be selected based on the following criteria:

1. LEGALITY. Is the project authorized by Federal and State laws and local governing authorities — e.g., county, municipal and/or appropriate Boards?
2. GOAL-RELATED. Are the project objectives in accord with goals and objectives set forth in the long-range program? To what extent is statewide consensus evident on importance of the project? (State Association, etc.)
3. FEASIBILITY. Does the project have a reasonable chance to succeed? Is there evidence of local commitment to continue the project? Are local and state funds in the offing?
4. POPULATION SERVED. How many people will have an opportunity to benefit from the project? How many of these are from low-income families? From ethnic groups?
5. REPLICABILITY. How significant is the project in terms of applicability in other locations in the state? The nation?
6. LOCAL MANAGEMENT CAPACITY. What is the competency of personnel and adequacy of facilities to administer the project?
7. INTERAGENCY COOPERATION. Does the project reflect a concerted approach? Community oriented? Not duplication of effort, etc.?
8. EVALUATION. What provisions are made for evaluation? Procedure? Reporting?
9. CAPACITY TO MONITOR. Does the State Agency have the ability and time to monitor the project?
10. POLITICAL IMPLICATIONS. Is the project free of political bias? Lend to geographic balance of outside benefits to localities?

ASSESSMENT OF CURRENT AND FUTURE NEEDS

Three surveys were conducted by Booz-Allen and Hamilton concerning library users and non-users in 1967. A *general library user survey* was conducted in all public libraries for seven consecutive days of a typical week. This survey generated over 30,000 individual responses. *School library users in public and private schools* throughout the state were surveyed in a similar fashion. Public school and private school library users completed approximately 40,000 and 9,000 questionnaires respectively for the school library survey. A third survey was a sample of *public opinion*, carried out by trained, professional interviewers, covering a carefully selected sample of the state's population. In this survey, 1,550 controlled interviews were used both to identify non-users and their reasons for non-use, and to obtain a cross-section of user information.

Follow-up of these surveys is being implemented. There is need for surveying opinions of interested publics, users and non-users.

The following basic needs were generally identified in the Booz-Allen-Hamilton surveys conducted: educational needs, economic needs, professional needs, governmental needs, recreational needs, cultural and social needs, historical needs (from early Polynesian settlement to strategic role in World War II); and regional and international needs. These needs should be specifically delineated according to the areas listed in order to give impetus to statewide library planning.

In assessment and for future library needs of our communities and for the library needs of our schools, emphasis and special consideration should be given to persons residing in sparsely settled areas of the State which are distant from adequate public library facilities; disadvantaged persons including those residing in urban or rural areas with high concentrations of low-income families; and persons who are physically handicapped and institutionalized.

In addition there are areas of the state, both urban and rural with high concentrations of low-income families with composite of diverse ethnic origins. These rural areas include: Aiea and Halawa, Hauula (Kahana Valley-Laie), Kahaluu, Nanakuli, Pearl City, Waimanalo, Waianae, County of Hawaii, County of Maui, County of Kauai and others as updated by State of Hawaii Source Documents. The urban areas include: Kokohead, Kalihi, Palama, Palolo, Papakolea, Sheridan Tract, Waikiki and others as updated by State of Hawaii Source Documents.

RELATIONSHIP OF OBJECTIVES TO GOALS

The Office of Library Services within the Department of Education is committed to the provision of library services to support and further the goals of the Department. The following statements from the *Master Plan for Public Education in Hawaii* and the *Foundation Program of the Public Schools* in Hawaii indicate direct library involvement.

> *The major aim of education is to provide experiences which will enable each individual to learn to think and act intelligently in achieving maximum self-fulfillment and in preserving and contributing to the strength of his community, state, and nation.*

The Hawaii school system will provide comprehensive library services based on sound, long-range planning.

While the State of Hawaii has its own situation regarding library services, it is also a part of a large national picture. Therefore, some reference to the national situation and to overall trends is appropriate.

There is no question that libraries and librarians already face new opportunities and challenges. Changes are occurring rapidly in library science including changes in the quantity of materials that will require establishing new methods of operation; and changes in training librarians to handle new equipment and to provide instant information to all comers. Librarians are now charged with the responsibility of finding the means to provide instant and total library service to people of all ages, all levels of education, and for all purposes. It is a formidable responsibility and one which holds new and fascinating opportunities.

In Hawaii, library services revolve around a set of circumstances that are unique. There is no other state in which the library system and the public school system are combined and operated by the state government. Furthermore, the level of interest and support by the State Legislature, the Governor, the Board of Education, and the citizens of the state is substantial. While other states are groping for means to correlate their various forms of tax-supported library sources, Hawaii has a functioning statewide system that encompasses most governmental-operated libraries and has the avenues for close coordination with libraries in the non-governmental sector.

The State of Hawaii has drafted a master plan for its library system. The plan is intended to give substantial impetus to library development immediately and in the years ahead. This plan is also the basis for systematically and continually updating the long-range planning of libraries in Hawaii.

Library planning has been initiated positively. It must be updated positively and not as a matter of crisis or because a critical problem exists. The effort mounted thus far for systematic planning has grown out of a desire by all concerned to move forward constructively.

There has been notable progress in the expansion and improvement of Hawaii's libraries. Perhaps even more important is the enthusiasm and confidence shown in the future development of the library system.

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It is therefore recommended that the Department should continue to systematically review and implement the recommendations contained in the libraries master plan.

Hawaii is unique in its organization of library services. The Office of Library Services under the Department of Education and the State Librarian operates the state library, 32 community libraries (including 8 bookmobiles), 4 community-school libraries, and has staff responsibility for the school library program throughout the state.

Hawaii will play an increasingly dominant leadership role in assisting Pacific Basin and Asian development. Increased emphasis, therefore, within our educational system, must be placed on regional and international study as well as developing a global perspective in our students. As the need for more information arises, library and multimedia planning and development must be prepared to handle the need.

Within the framework of the broad goal set forth by its parent organization the Office of Library Services has set forth its *basic objective and function,* which is to provide comprehensive library resources and services to the people of the State of Hawaii, offering good free library service within the reach of every resident of the state, and otherwise further the interests of the state and its people through library services; and to administer a statewide public libraries program and provide technical assistance to school library programs.

It, therefore, operates community public libraries and renders a variety of local library services; develops and maintains central library resource collections and provides statewide reference and bibliographical services; provides a government publication depository and distribution service; and also provides a variety of special library services including centralized processing, bookmobile, inter-library loans, library resources for the blind and visually handicapped, and the disadvantaged and others.

The Office of Library Services also provides technical planning, standards development, training and evaluation services related to school library programs and instructional materials; administers and reports on Federal aid to public library programs; plans, designs and participates in implementation of Federal Programs to public school and private school libraries; and participates in library facility planning, provides facility security, routine maintenance and janitorial upkeep of public library facilities.

The Office of Library Services coordinates with and provides consultative library services to State agencies; maintains liaison and coordinates with municipal, state and Federal library resources; develops interagency exchange and resource procurement activities; maintains liaisons with all segments of the community on a statewide basis as related to library services; maintains liaisons with interested organizations on a regional (Pacific Basin) and international basis, serves as a resource center on special subjects of particular interest and capacity for Hawaii; and provides services in reproduction replication and distribution of materials in support of formal and informal educational programs and consultative and planning services for effective utilization of media.

MEASURES OF EFFECTIVENESS

As stated in the Program Plan Details 1971 to 1977, the State Planning, Programming and Budgeting document, the measures of program effectiveness are the degree of satisfaction, as expressed on a "consumer" survey regarding the number, variety, appropriateness of library materials. This survey is expected to be conducted during the coming year.

Effectiveness is also measured by the degree of satisfaction regarding use of accessibility* to library services. Plans are being formulated to carry this out on an incremental basis. The initial surveys were completed in 1967 and the second increment of review and evaluation is to be instituted.

It is proposed that there be a review and evaluation of the first increments; a survey of users to include community organizations, private libraries, special libraries, institutional libraries and other government agencies; a survey of staff on feedback from users. The survey should contain measure of effectiveness as expressed regarding the number, variety, appropriateness of library materials; the degree of satisfaction regarding use of accessibility to library services; the degree of satisfaction regarding services as provided by staff; and ratings on a 5 point scale on planned effectiveness level.

Further evaluative plans and alternatives need to be formulated to acquire information about that section of the population that never uses a library or any of its resources. A well-defined mechanism needs to be drawn up to provide decision making and to provide alternatives of services to reach all persons within the state.

A reassessment of program activities which may affect alternatives may be considered. For examples; has the impact of the program, in terms of original objectives, been considered? Would alternative programs or activities have more ably met the objectives? Has performance been consistent with specified criteria? Have the programs been modified in terms of new data and information? Do the periodic reports provide for comprehensiveness and adequacy of data?

PLANS FOR MEASURING EFFECTIVENESS

It is planned to review, reassess and update the comprehensive plan for the State Library System periodically; reassess the recommended program structure and program objectives for major programs and supporting services; and recommend changes for authorized implementation.

Other plans include the reassessment of programs and goals consistent with approved budget limits; to establish an improved management information system with goals-oriented reporting for major programs and supporting services; to formally evaluate program and service performance against goals established; to recruit sufficient personnel to fill vacancies in authorized positions and to establish guidelines to assist regional and community libraries in the use of their library acquisition budget.

In addition, it is planned to continue regular technical assistance through scheduled visits to regional and community libraries; to continue regular performance reporting system for school libraries and institute reports on the status of school libraries in relation to state standards; to extend implementation of the regional library system; to extend the automated communications system and rapid speed copying services; and to continue coordination between all other libraries and the State Library System.

Other plans include streamlining work procedures in central processing services through automated order processing and better work flow scheduling; improving public information activities on a statewide basis; maintaining a comprehensive six-year plan for the State Library System and detailed plans and operating and capital improvement budget requirements. It is planned to develop, recommend, and adopt quantitative and qualitative library standards for public library services and state government agencies, and comparable guidelines for special and private school libraries; to continue to initiate comprehensive facilities planning and development for regional and community libraries including to develop suitable planning criteria and standards; to develop a systematic facilities planning process; and to prepare and propose a suitable capital improvements program.

Planning includes reviews of overall objectives for the State Library System; program and service objectives for major programs and supporting services and appropriate revision; the comprehensive six-year plan for library services to compare achievements against specific planning goals and general recommendations and goals in the

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*Points of access to information and services may be through central state library, regional libraries, community libraries, community-school libraries, mobile collections and school library media centers.

initial comprehensive plan; to evaluate the results and effectiveness of each program and service; and to extend the plan to the next six-year period and develop a firm budget for the next fiscal year.

PROGRAM IDENTIFICATION AND ALTERNATIVES

Major programs include State Library Services, such as Reader Service, Bibliography and Research, Young Adult Services, Children's Services, Community Library Planning and Consulting Services, State Department Library Services, Services to the Blind and Physically Handicapped, State Instutution Library Services, Interlibrary Cooperation Services, Services to Disadvantaged, Adult Services, and Circulation Services. Regional, community and Community-school Library Services include operation of public libraries in the City and County of Honolulu, Hawaii, Maui and Kauai counties, and operation of community-school libraries statewide. School Libraries and Instructional Materials Services include school library services, audiovisual services, ESEA — Title II services and media services.

Major supporting services are overall management including overall planning and evaluation of facilities and programs, operational direction and control, management reporting, community relations and public information services. Centralized Processing Services include ordering services, cataloging services, preparation and binding services, printing services, and distributing services. Administrative and Operations Services include clerical services, security, custodial and maintenance services, personnel services, and business services. The Teacher Assist Center services include reprographic and distribution services, consultative and planning media services, and materials retrieval services.

Alternative programs have not been identified. Plans should be made to identify such programs. Acceptable levels of performance are specified only in quantitative terms in size of collections, in circulation statistics, and in attendance statistics. Other instruments of measuring performances should be identified and utilized. Specific criteria relevant to all points of view need to be developed for all programs and alternative programs.

EVALUATION

In order to *monitor the progress of programs* plans should be detailed for evaluation to be used as an on-going process. The plans should be designed to include an instrument to be used on an incremental basis. Details including time, cost and performance need to be provided. Provision for modification of programs, for feedback communication, for the flexibility of resources and for efficient decision making need to be incorporated into this plan.

To *assess the effectiveness of programs in relation to objectives,* periodic reviews are at present part of the evaluation process. These are largely subjective and are done by staff involved in the projects. Evaluation is also reflected in statistical data collected. Since all state programs utilize the Planning Programming Budgeting System, there exists a mechanism whereby, in time, the discrepancies between goal attainment and goal expectations may be identified.

CONCLUSION

With the implementation of the monitoring plans, periodic reviews, statistical data and the use of Planning Programming Budgeting System, the discrepancies between goal attainment and goal expectations may be identified. This process will provide data to enable the Hawaii State Library System to effect adjustments to its programs to meet its goal.

Figure 12

State of Hawaii
Department of Education

Office of Library Services
Public Library Service Items, 1969-70

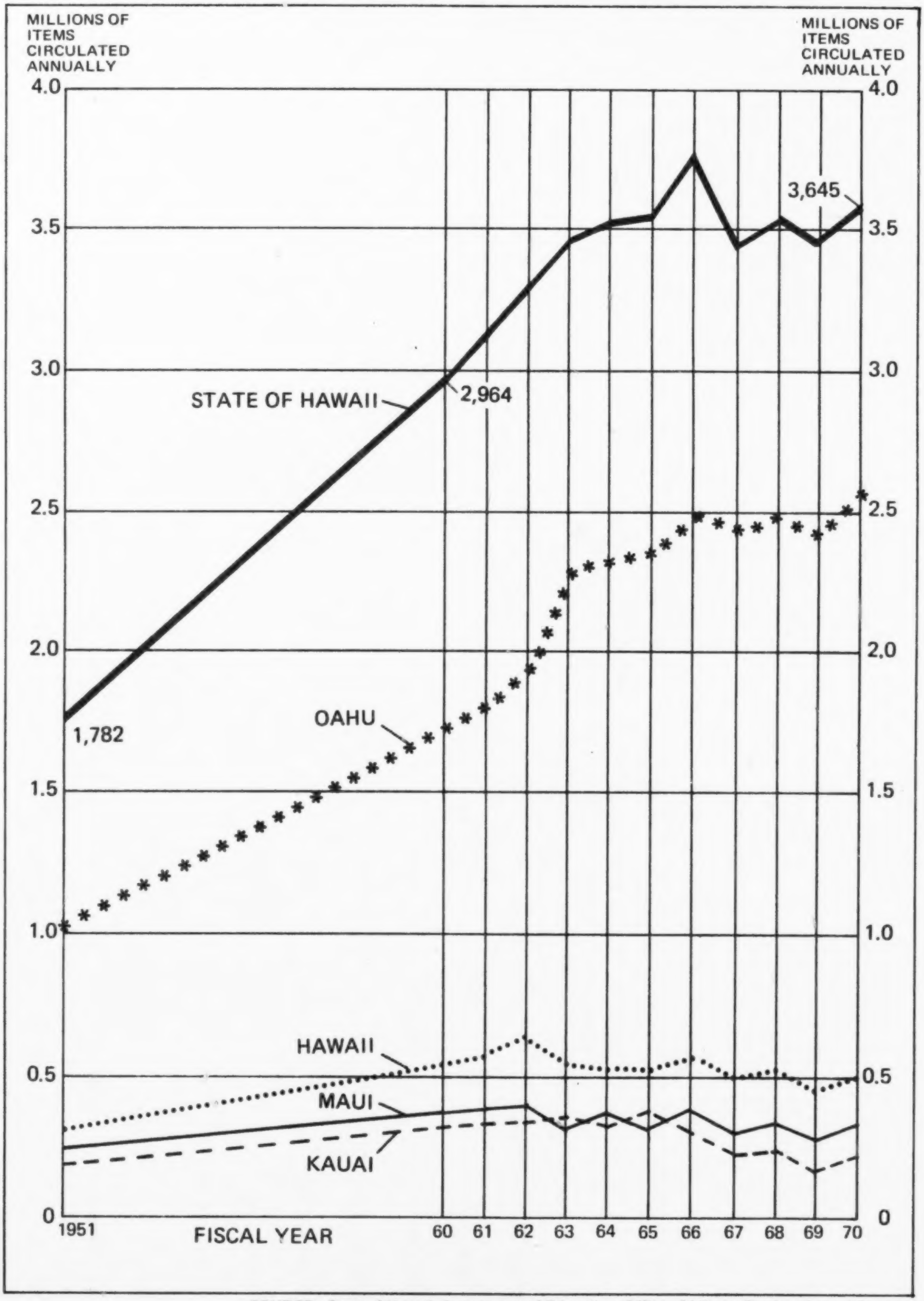
	State Library	Library for the Hand.	Educ. Info. Central	Hawaii	Kauai	Maui	Oahu	Cent. Process. Center	TOTAL
Reference Service Items	449,202	9,013	2,964	160,859	84,054	115,445	661,792	848	1,484,177
Items Reserved	6,714	NC	111	27,606	13,813	5,099	15,599	---	68,942
Items Copied	308,131	43,265	NC	5,724	2,505	445	155,292	---	515,362
Items Circulated	554,817	19,391	537	488,195	262,146	293,463	2,027,401	---	3,645,950
Items Interloaned	7,115	NC	1	21,254	10,832	4,674	4,214	---	48,089
Items Processed		(Count kept by Centralized Processing Center)						416,414	416,414
Items Cataloged									
New		(Count kept by Centralized Processing Center)						11,892	11,892
Added		(Count kept by Centralized Processing Center)						25,356	25,356
Items Withdrawn									
Volume	19,817	966	322	6,840	2,870	8,022	70,967	---	109,804
Others	3,750	---	15	3,374	1,769	3,931	10,280	---	23,119
Items Transcribed	---	8,804	---	---	---	---	---	---	8,804

SOURCE: Office of Library Services Annual Report 1969-70

Figure 13

STATE OF HAWAII • DEPARTMENT OF EDUCATION

PUBLIC LIBRARY CIRCULATION TRENDS BY COUNTY 1951 - 1970



SOURCE: State of Hawaii, Department of Education, Office of Library Services Annual Reports
Booz, Allen & Hamilton, Inc.
Updated by Consultant Services, Hawaii State Library Branch

Figure 14

State of Hawaii
Department of Education

Office of Library Services
Public Library Collections, 1969-70

Volumes	State Library	Educ. Info. Central	Hawaii	Kauai	Maui	Oahu	TOTAL
Books	258,185	2,083	152,843	80,743	104,632	449,541	1,047,937
Collection for the Handicapped	19,403	---	---	---	---	---	19,403
U. S. Government Documents							
Paper Editions	49,223	---	---	---	---	---	49,223
Microcard	14,240	---	---	---	---	---	14,240
State Documents	3,007	---	---	---	---	---	3,007
Hawaii Documents Depository	7,078	---	(5,602)*	(2,801)*	(2,801)*	(11,204)*	29,486
Film Reels	1,207	---	6	---	---	---	1,213
Microfilm Reels	6,789	162	867	528	776	4,475	13,597
Microfiche	---	4,315	---	---	---	---	4,315
Phonorecords	9,349	---	6,094	2,194	2,017	2,615	22,170
Tapes	---	---	150	75	50	826	1,101
Volumes--Total							1,205,692
Other Collections:							
College Catalogs	--Included in Pamphlet Count---			1,465	665	3,838	5,968
Filmstrips	625	---	112	24	---	---	761
Maps	2,001	--Inc. in Pamphlet Count--		635	---	2,301	4,937
Pamphlets	87,442	1,305	26,152	63,704	29,420	77,762	285,785
Pictures	71,778	---	8,568	19,154	---	53,295	152,795
Prints	---	---	471	---	---	---	471
Slides	---	---	72	---	---	---	72
Subtotal	161,846	1,305	35,375	84,982	30,085	137,196	450,789
TOTAL COLLECTIONS							1,656,481

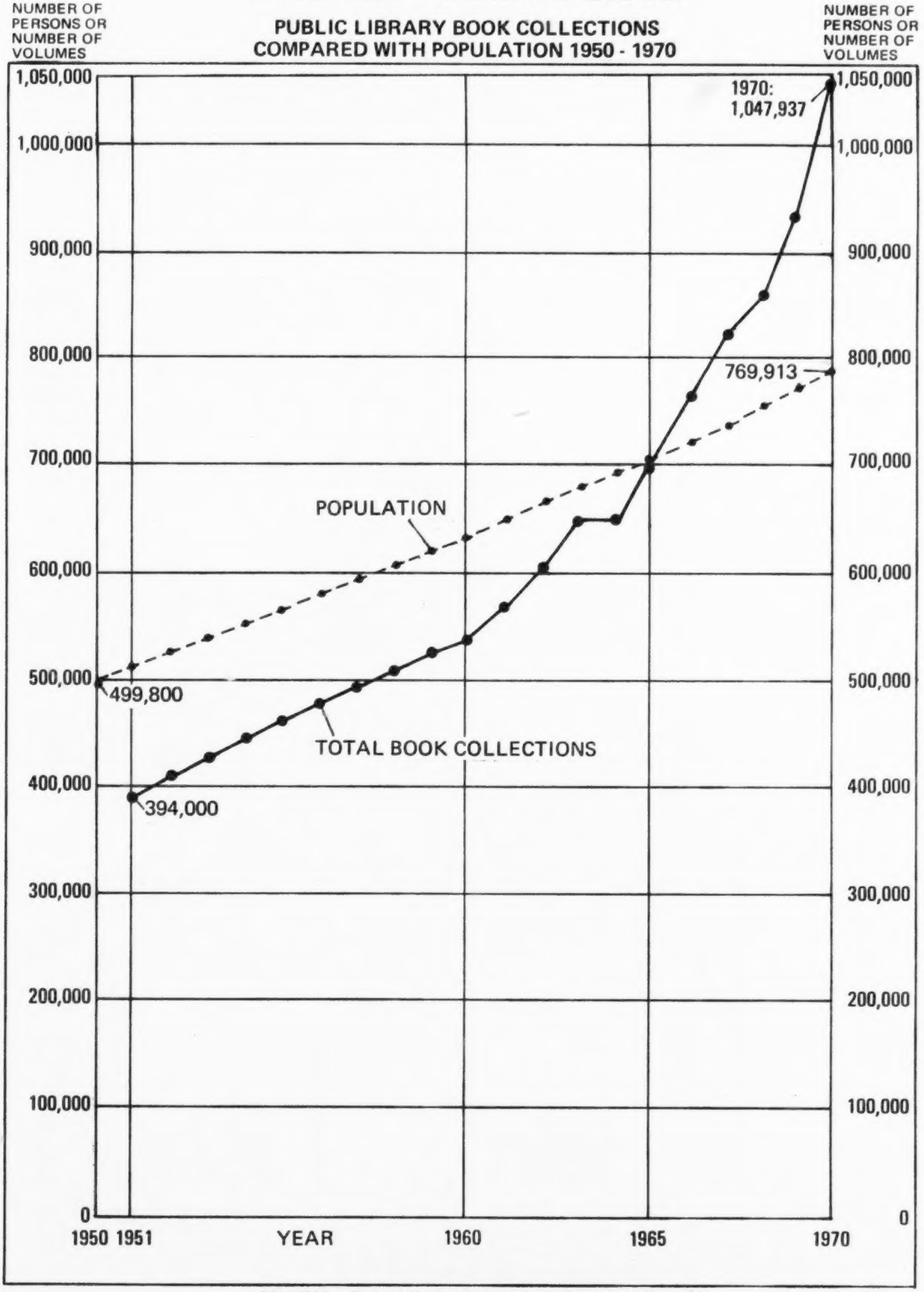
*Estimated

SOURCE: Office of Library Services Annual Report 1969-70

STATE OF HAWAII · DEPARTMENT OF EDUCATION

Figure 15

PUBLIC LIBRARY BOOK COLLECTIONS COMPARED WITH POPULATION 1950 - 1970

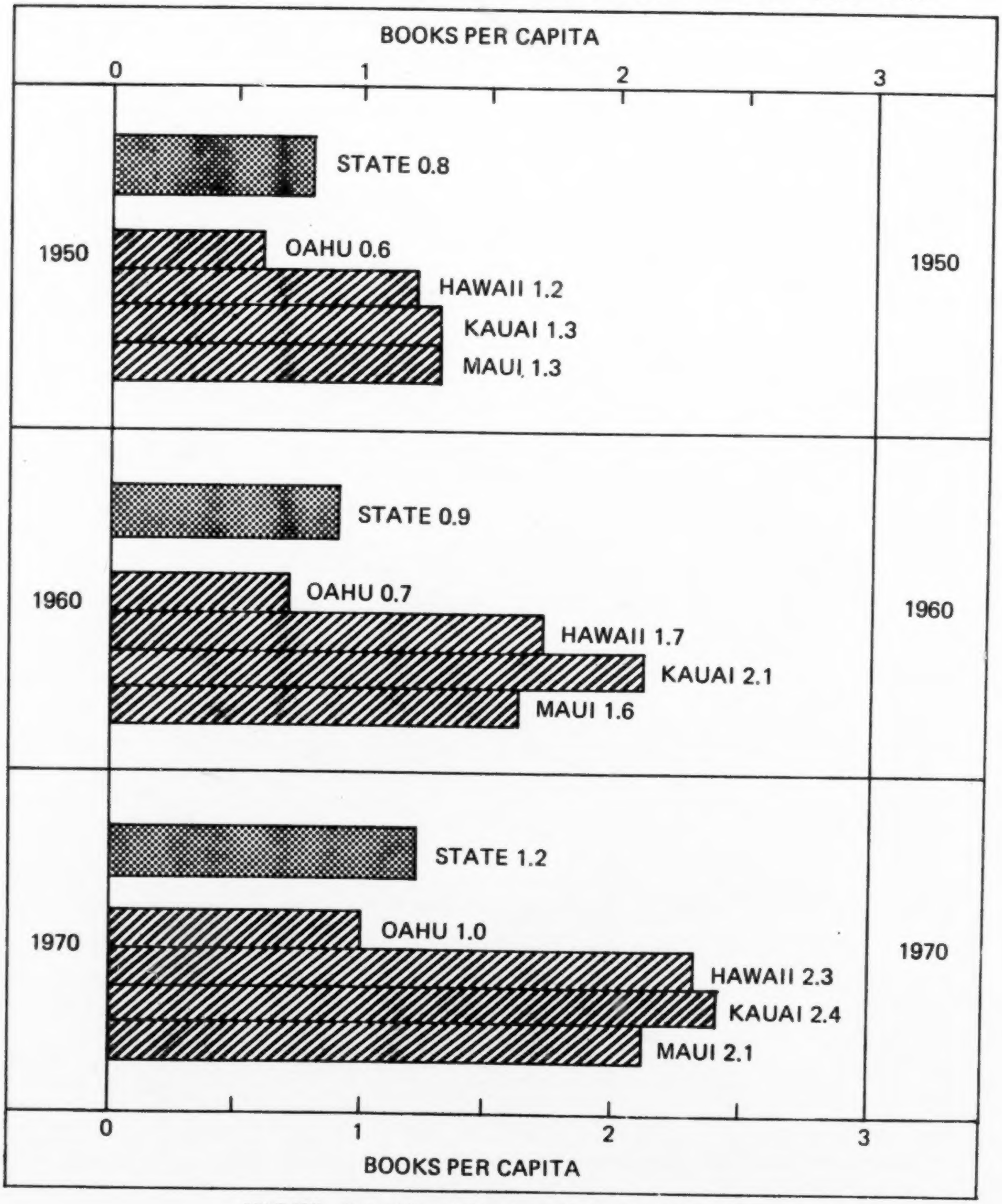


SOURCES: State of Hawaii, Department of Education, Office of Library Services Annual Reports
State of Hawaii, Department of Planning and Economic Development
Booz, Allen & Hamilton, Inc.
Updated, 1972 by Consultant Services, Hawaii State Library Branch

Figure 16

STATE OF HAWAII · DEPARTMENT OF EDUCATION

PUBLIC LIBRARY BOOK COLLECTIONS PER CAPITA BY COUNTY 1950 - 1970



SOURCES: State of Hawaii, Department of Education, Office of Library Services Annual Reports
State of Hawaii, Department of Planning and Economic Development
Booz, Allen & Hamilton, Inc.
Updated by Consultant Services, Hawaii State Library Branch

Figure 17

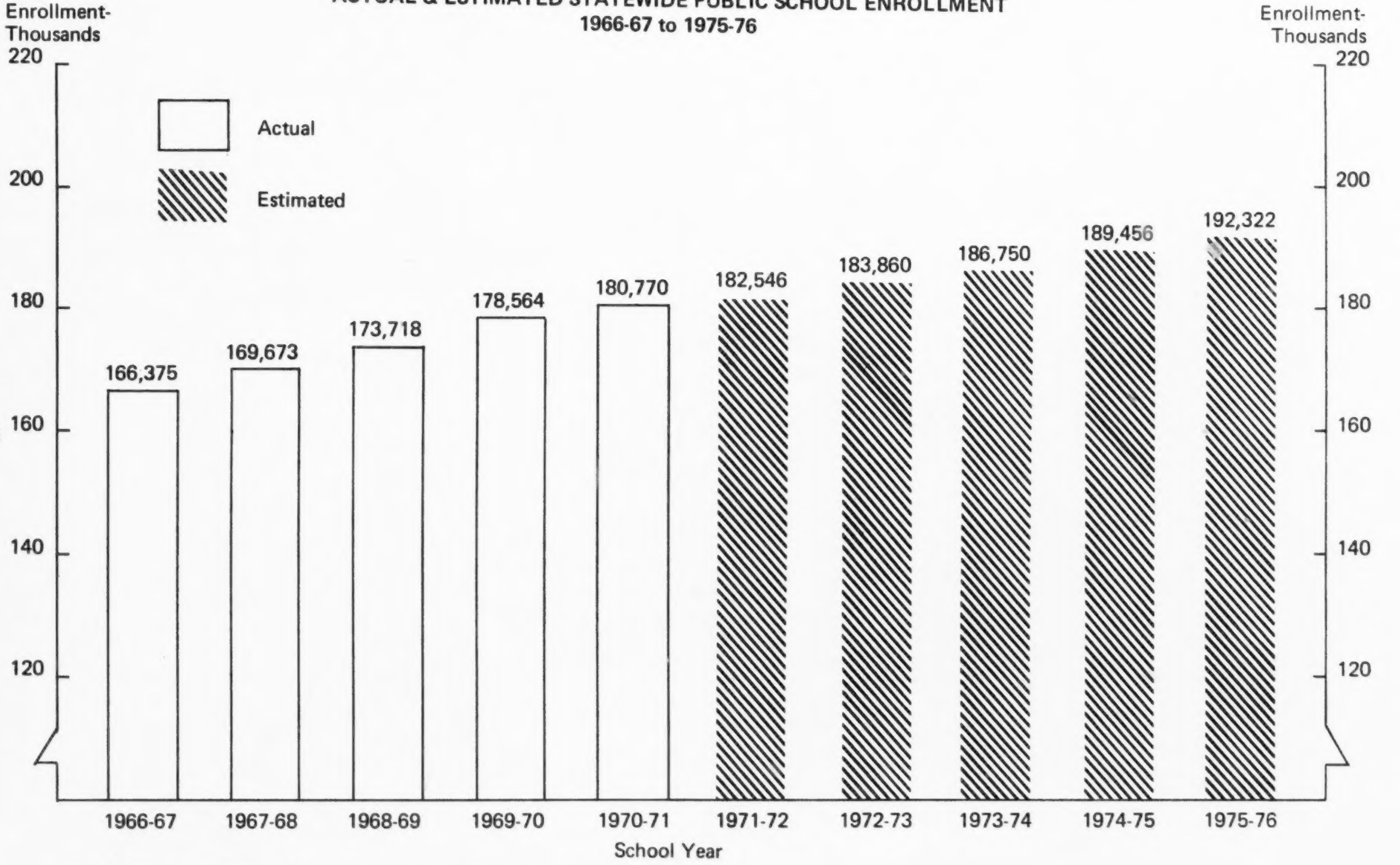
DEPARTMENT OF EDUCATION
OFFICE OF LIBRARY SERVICES

SCHOOL LIBRARIES COLLECTIONS - 1970-71

	HONOLULU	CENTRAL DISTRICT	LEEWARD DISTRICT	WINDWARD DISTRICT	HAWAII	MAUI	KAUAI	TOTAL*
LIBRARY BOOKS	461,284	285,440	234,974	197,424	161,605	114,359	58,037	1,513,123
MAGAZINES	2,227	1,184	886	842	1,220	801	339	7,499
PAPERBACKS	7,628	7,042	2,989	1,843	22,010	2,336	1,568	45,416
PAMPHLETS	73,319	18,881	12,415	9,297	6,093	11,963	4,529	136,497
STUDY PRINTS	8,307	2,740	1,478	2,053	1,040	1,357	363	17,338
PICTURES, MOUNTED	27,063	9,044	9,363	7,762	1,883	440	2,272	57,827
FILMSTRIPS	31,001	18,867	12,350	17,408	10,589	13,315	4,800	108,330
PHONORECORDS	19,758	12,774	6,590	10,008	8,510	5,584	2,996	66,220
TAPES	6,586	2,448	3,653	2,626	2,603	2,221	626	20,763
TRANSPARENCIES	9,011	3,648	3,231	2,625	2,934	2,954	675	25,078
SLIDES	4,196	1,819	1,992	1,722	1,050	1,984	232	12,995
8MM FILMLOOPS	576	1,050	471	598	340	539	371	3,945
TEXTBOOKS	854,898	517,576	348,384	288,130	251,078	152,659	98,198	2,510,923
MULTI-MEDIA KITS	254	76	79	122	43	---	---	574

* Figures as reported September 1971 on Librarians Monthly Media Report for fiscal year ending June 30, 1971. Not complete as not all libraries reported.

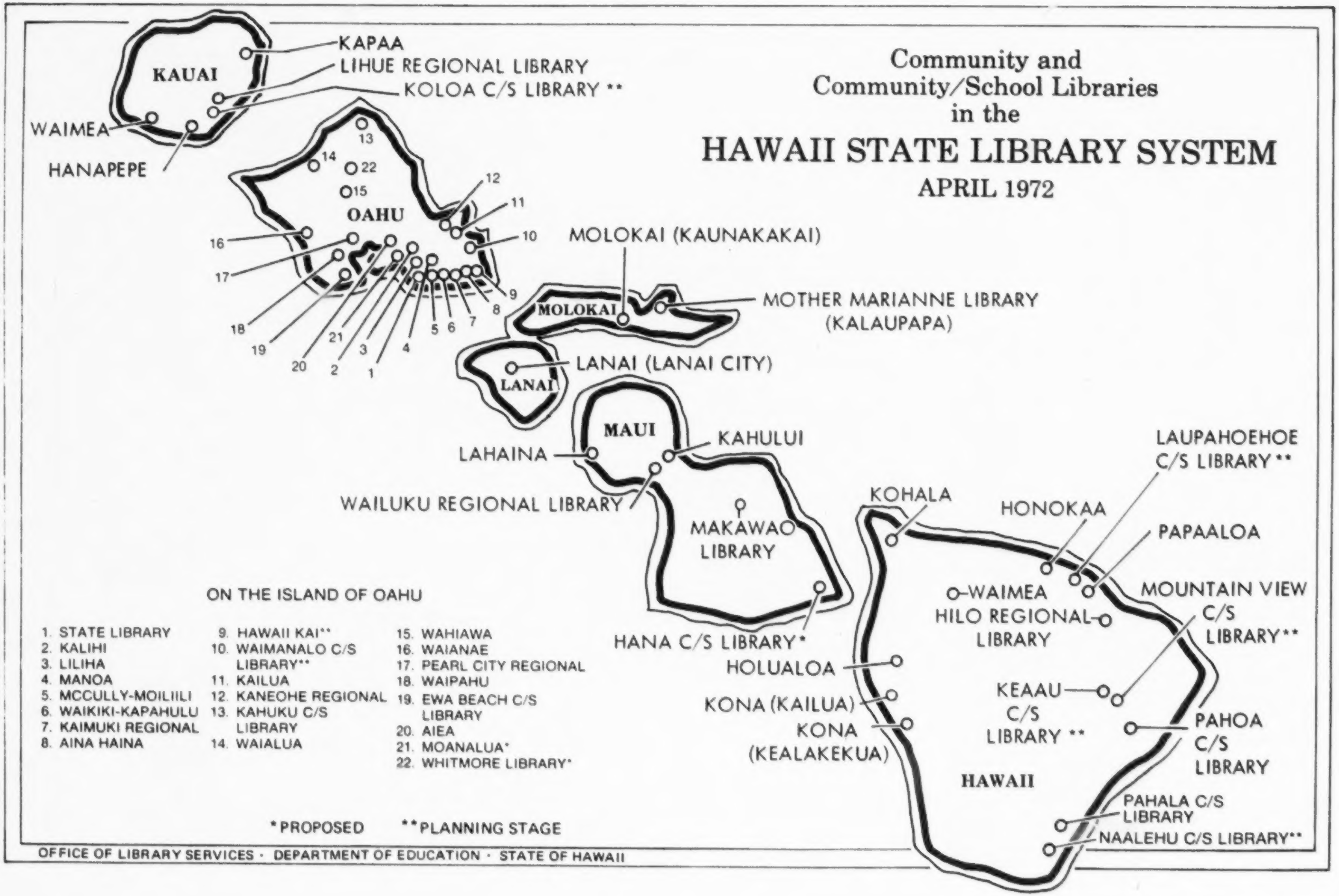
Figure 18



ACTUAL & ESTIMATED STATEWIDE PUBLIC SCHOOL ENROLLMENT
1966-67 to 1975-76

Source: Department of Education.
A compilation of selected statistics: public and non-public schools of Hawaii, 1970-71. 1971.

Figure 19



Community and Community/School Libraries in the

HAWAII STATE LIBRARY SYSTEM

APRIL 1972

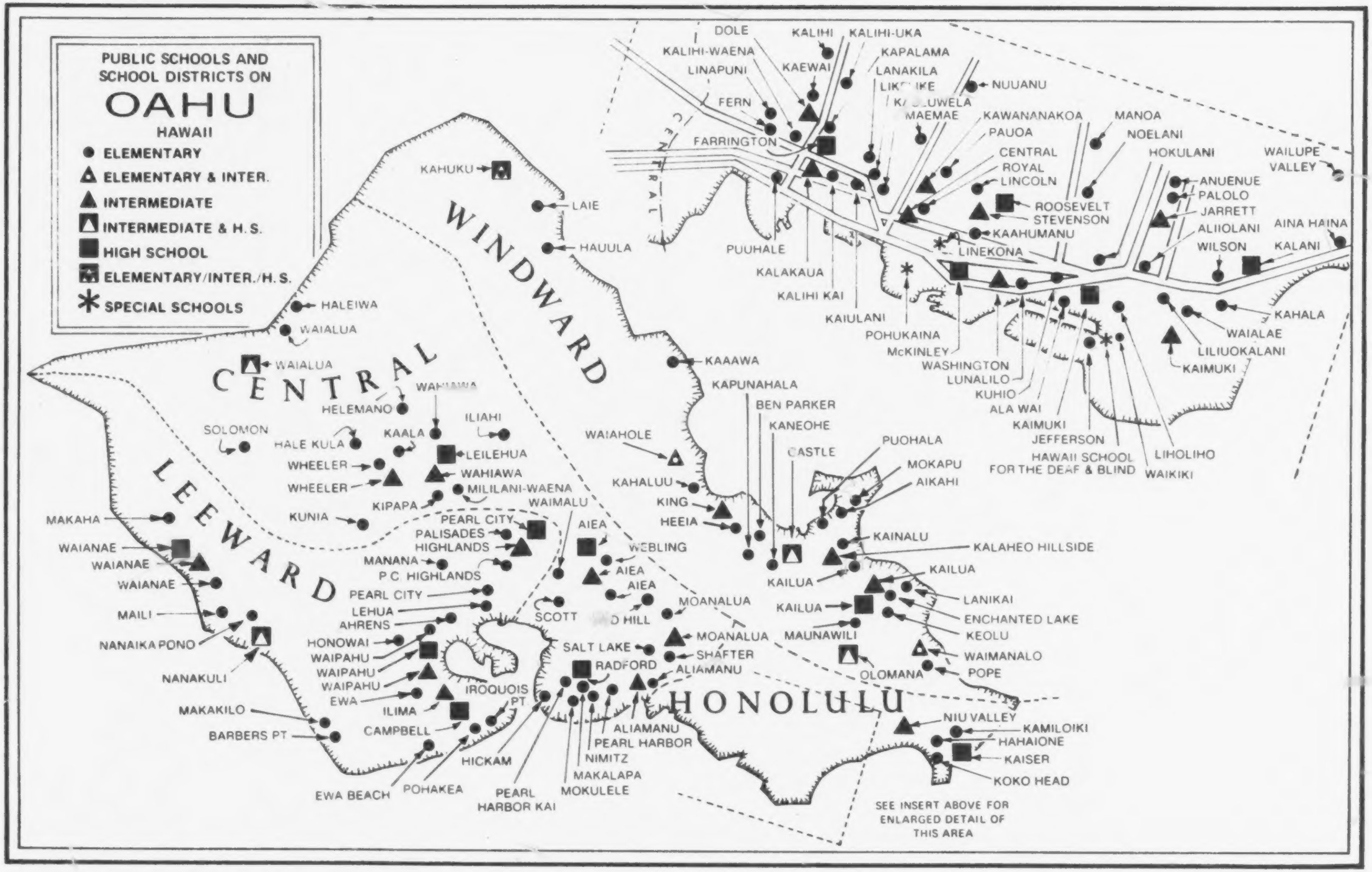
ON THE ISLAND OF OAHU

1. STATE LIBRARY
2. KALIHI
3. LILIHA
4. MANOA
5. MCCULLY-MOILIILI
6. WAIKIKI-KAPAHULU
7. KAIMUKI REGIONAL
8. AINA HAINA
9. HAWAII KAI**
10. WAIMANALO C/S LIBRARY**
11. KAILUA
12. KANEOHE REGIONAL
13. KAHUKU C/S LIBRARY
14. WAIALUA
15. WAHIAWA
16. WAIANAE
17. PEARL CITY REGIONAL
18. WAIPAHU
19. EWA BEACH C/S LIBRARY
20. AIEA
21. MOANALUA*
22. WHITMORE LIBRARY*

*PROPOSED **PLANNING STAGE

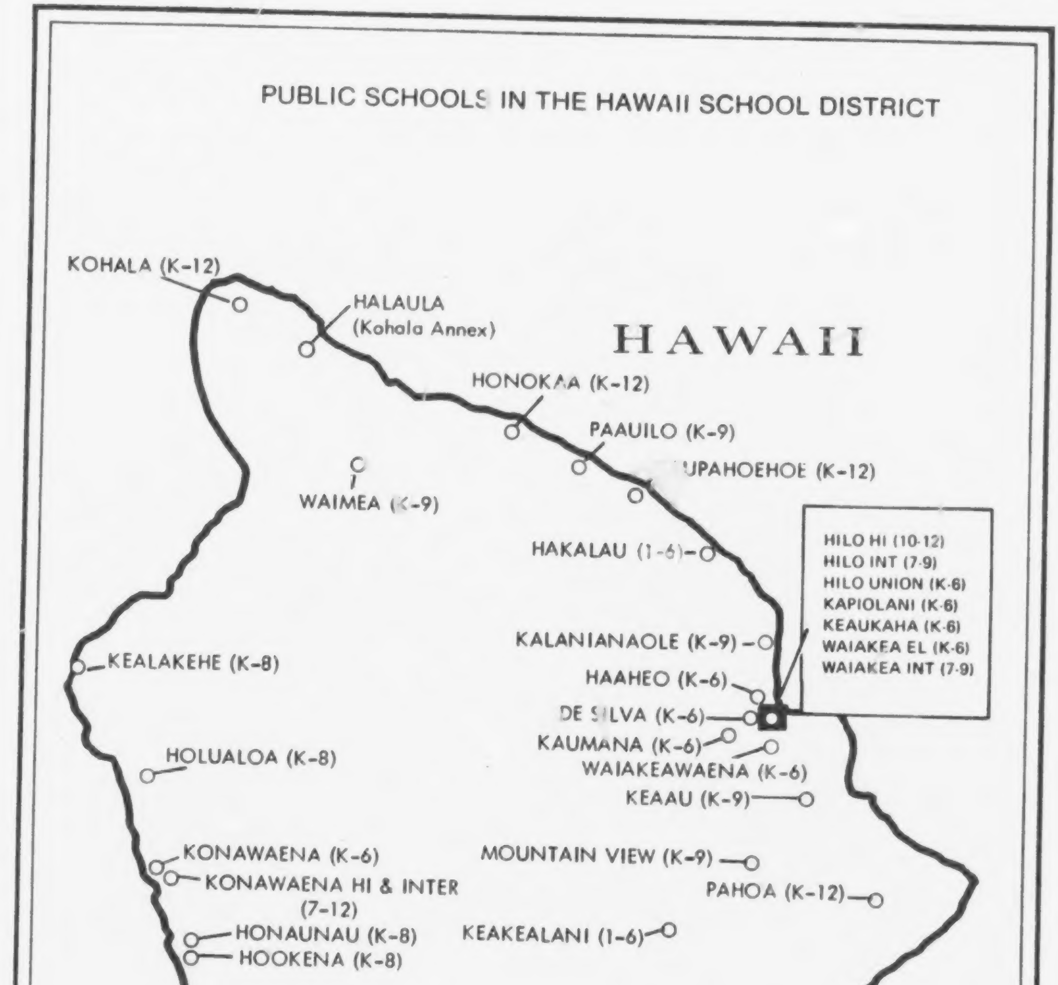
OFFICE OF LIBRARY SERVICES · DEPARTMENT OF EDUCATION · STATE OF HAWAII

Figure 20



OFFICE OF LIBRARY SERVICES DEPARTMENT OF EDUCATION STATE OF HAWAII OCTOBER 1971

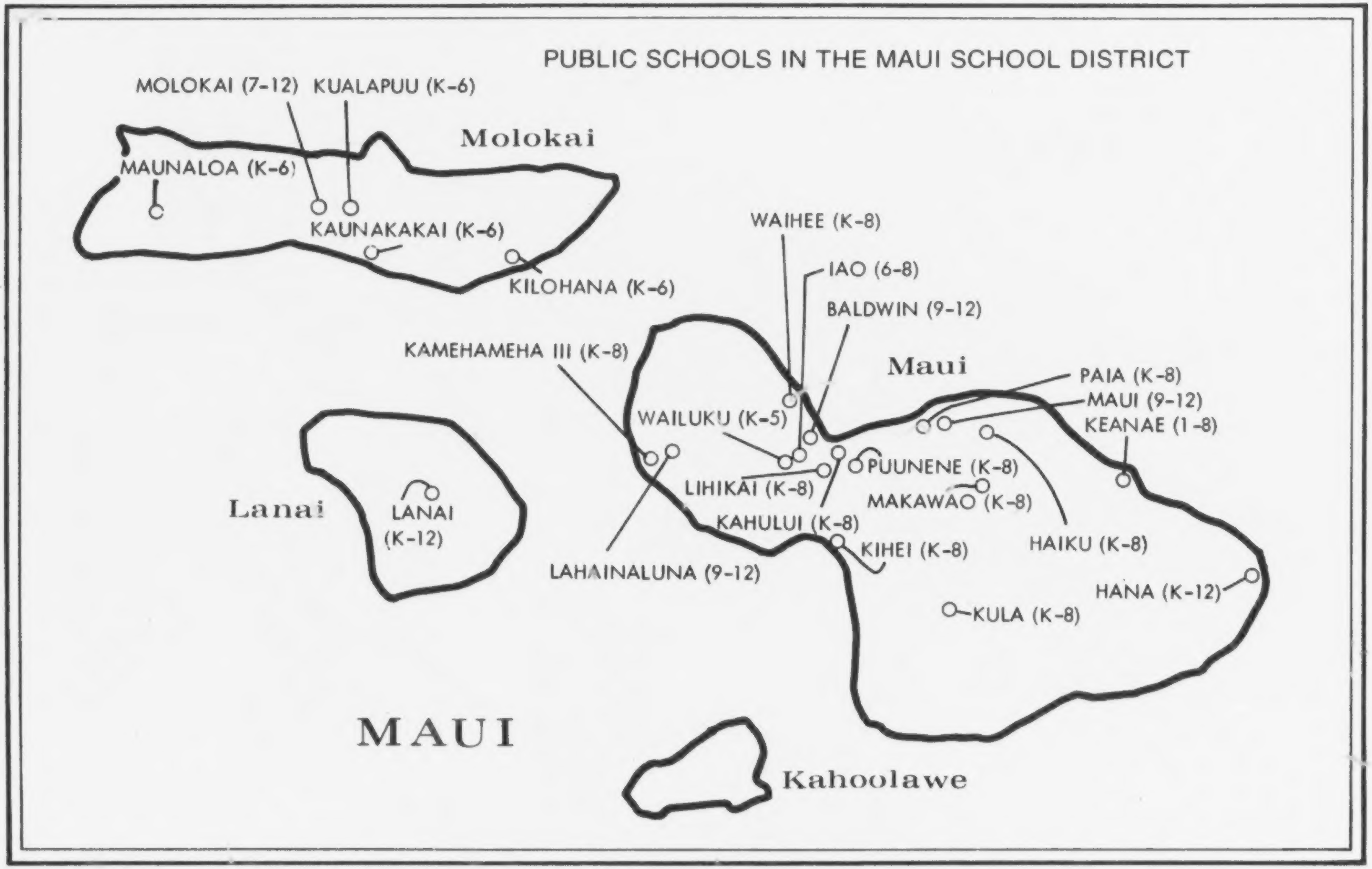
Figure 21



PUBLIC SCHOOLS IN THE HAWAII SCHOOL DISTRICT

OFFICE OF LIBRARY SERVICES DEPARTMENT OF EDUCATION STATE OF HAWAII OCTOBER 1971

Figure 22

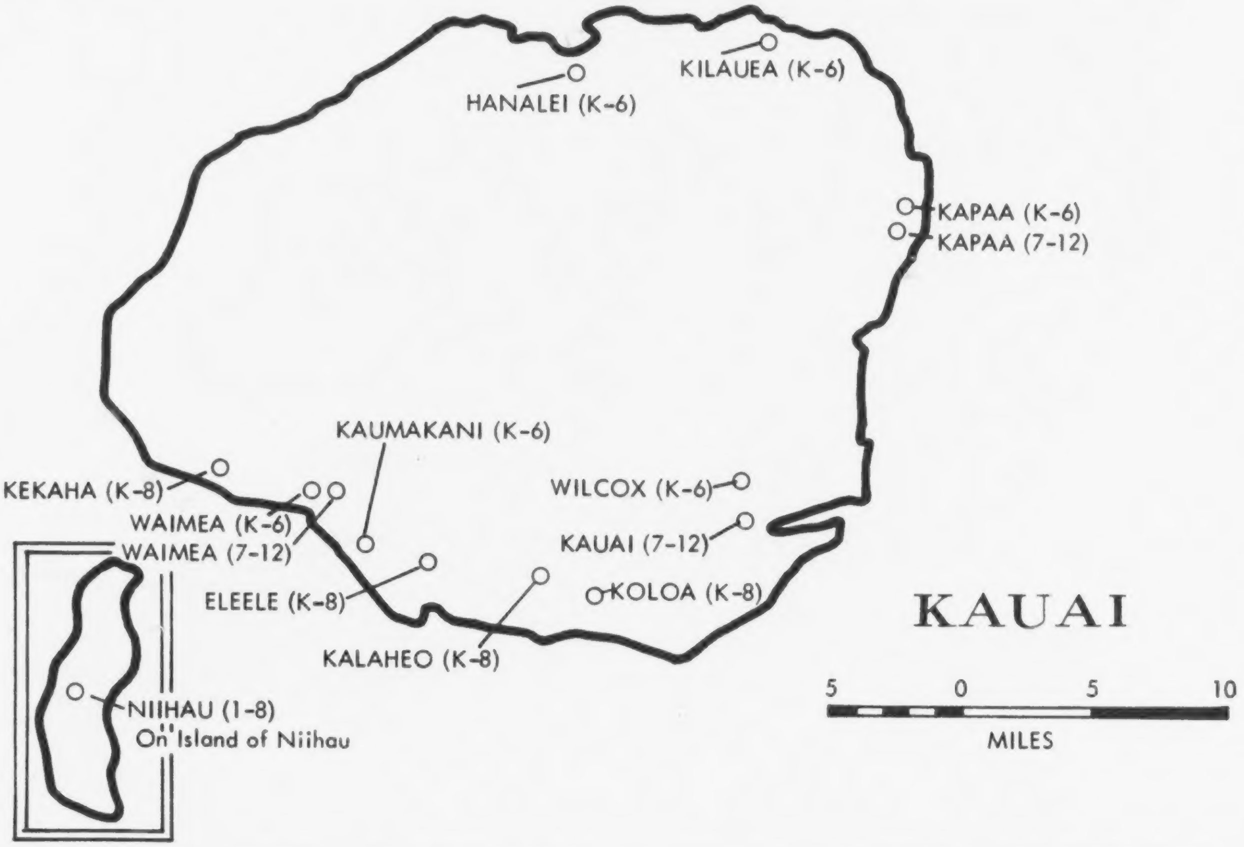


PUBLIC SCHOOLS IN THE MAUI SCHOOL DISTRICT

OFFICE OF LIBRARY SERVICES DEPARTMENT OF EDUCATION STATE OF HAWAII OCTOBER 1971

Figure 23

PUBLIC SCHOOLS IN THE KAUAI SCHOOL DISTRICT



OFFICE OF LIBRARY SERVICES DEPARTMENT OF EDUCATION STATE OF HAWAII OCTOBER 1971

Figure 2

FACILITIES CHART: HAWAII STATE LIBRARY SYSTEM

FEBRUARY 1972

LIBRARY	YEAR BUILT	"AREA" 1/ POPULATION	SITE (SQ. FEET)	BUILDING SIZE (SQ. FEET)	SHELF CAPACITY (VOLUMES)	BOOKSTOCK JULY 1, 1971 (VOLUMES)	READING ROOM SEATS		AUTHORIZED STAFF 2/			ANNUAL BOOK CIRCULATION AS OF 6/30/71	HOURS OPEN/WEEK AS OF 6/30/71	MEETING ROOM SEATS	OFF ST. PARKING STALLS	REMARKS
							ADULT	CHILD	PROF	CLERK	MAIN					
OAHU		**629,176**														
HAWAII STATE LIBRARY	1929	768,561	86,519	57,379	212,000	284,379	308	50	35	47.50	12	597,463	72	N/A	N/A	Overcrowded; Parking
AIEA	1964	21,351	34,425	10,724	26,300	29,821	36	32	2	4	1	121,239	57	69	23	Temperature & humid
AINA HAINA	1962	28,651	22,000	11,086	19,500	30,534	91	51	2	4	1	174,902	57	50	12	Carpeted; Future librar Hawaii Kai will provide
EWA BEACH COMMUNITY-SCHOOL	1971	17,190	N/A	23,150	40,000	- - -	144	62	7	11	2	- - -	- - -	110	45	Total media; Carpeted; Temperature & humidi
HAWAII KAI																CONSTRUCTION SCH 1972-73
KAHUKU COMMUNITY-SCHOOL	1968	6,822	N/A	8,464	25,000	23,435	54	24	2	5	1	55,326	52.25	55	12	Total media; Carpeted; Temperature & humidi
KAILUA	1960	52,072	44,073	11,500	21,000	39,549	108	50	3	5	**1.50	257,635	57	86	20	Future library at Waim may provide some relie
KAIMUKI	1965	54,926	43,627	19,590	42,000	55,557	120	50	5	5	**2.50	265,811	57	200	33	Meeting room carpeted
KALIHI-PALAMA	1949	70,258	25,742	11,708	40,000	27,537	95	30	3	5	1	99,635	57	84	32	Carpeted; Temperature humidity control
KANEOHE	1963	32,408	40,000	11,207	25,528	*40,201	99	55	*4	*7	1	*20[illegible],597	57	84	37	Need more shelving
LILIHA	1966	41,884	30,213	13,900	32,000	28,900	93	48	2	4	1	126,220	53	75	29	Temperature & humidit
McCULLY-MOILIILI	1969	48,375	27,970	2 STORY 16,552	40,500	33,828	117	58	4	6	**2	154,188	52	174	40	Partial media capacity; Temperature & humidit Partial carpeting
MANOA	1966	14,990	25,830	6,532	13,800	30,471	52	26	2	3	.50	133,490	53	75	19	Temperature & humidit Expansion restricted
PEARL CITY	1969	27,398	56,200	15,965	60,500	*60,590	120	40	*6	*8	**2	*233,603	64	111	34	Carpeted; Temperature humidity control; Parti capacity
WAHIAWA	1965	37,329	36,250	10,450	23,000	25,822	66	30	2	3	1	89,324	40	85	21	

CONTINUED ON NEXT PAGE

1/ Source: 1970 Data Book and Census Report; HSL serves State of Hawaii

2/ Other full-time equivalent, excluding Student Helpers and Exempt Hires — Maintenance: Janitors, Guards and Groundskeepers

* Includes Bookmobile

** Includes Half-time Guard

*** Area behind driver's seat

# REPLACEMENT ON ORDER 1972

Figure 25

FACILITIES CHART: HAWAII STATE LIBRARY SYSTEM (CONT'D)

LIBRARY	YEAR BUILT	"AREA" 1/ POPULATION	SITE (SQ. FEET)	BUILDING SIZE (SQ. FEET)	SHELF CAPACITY (VOLUMES)	BOOKSTOCK JULY 1, 1971 (VOLUMES)	READING ROOM SEATS		AUTHORIZED STAFF 2/			ANNUAL BOOK CIRCULATION AS OF 6/30/71	HOURS OPEN/WEEK AS OF 6/30/71	MEETING ROOM SEATS	OFF ST. PARKING STALLS	REMARKS
							ADULT	CHILD	PROF	CLERK	MAIN					
WAIALUA	1952	9,171	8,909	2,672	9,000	14,528	20	30	--	2	.50	53,071	40	N/A	N/A	Adjoining land needed for expansion and parking
WAIANAE	1966	24,077	47,171	10,246	25,000	22,924	56	34	2	5	1	61,114	40	128	23	Temperature & humidity contr
WAIKIKI-KAPAHULU	1952	29,171	114,388	10,963	18,500	31,377	44	32	2	4	1	166,366	57	197	30	
WAIPAHU	1952	27,649	46,576	9,000	15,200	16,592	40	45	2	2	1	54,427	40	100	20	Poor location
BOOKMOBILES: KANEOHE	1969; Dodge Chassis; Gerstenslager Body			***112	1,500	---	--	--	--	--	--	28,837	20 STOPS	--	--	
PEARL CITY	1961; GMC Chassis; Pacific Body Works Body			*** # 174	4,000	---	--	--	--	--	--	63,610	37 STOPS	--	--	
HAWAII		**63,468**														
HAWAII (HILO)	1951	39,536	65,358	2 STORY 28,940	121,004	92,817	146	38	7	11	3	211,117	60	N/A	7	3,746 sq. ft. lot purchased for parking
HOLUALOA	1951	300	5,810	640	3,000	3,736	11	10	--	1	--	7,345	35	N/A	2	Need new building
HONOKAA	1935	2,829	10,800	1,880	7,544	6,812	50	20	.33	2	.17	33,467	47	N/A	3	Renovated 1967
BOND MEMORIAL (KOHALA)	1927	3,326	10,783	1,610	5,872	5,680	21	12	.33	2	.13	28,115	47	N/A	0	Some parking available at adjacent market
KEALAKEKUA	1951	8,000	10,833	1,584	6,037	9,069	16	17	1	2	.17	62,037	47	N/A	4	Expansion necessary; Need additional parking space
LAUPAHOEHOE COMM-SCHOOL	1972															"TOTAL MEDIA" UNDER CONSTRUCTION
NAALEHUA	Rented	1,014	---	95	625	N/A	4	8	--	--	--	6,477	8	N/A	0	Operated as sub-branch of Pahala C-S Library
PAHALA COMMUNITY-SCHOOL	1963	1,507	8,400	4,000	7,192	5,711	36	34	--	2	.50	30,261	55	N/A	9	
PAHOA COMMUNITY-SCHOOL	1967	1,352	8,000	4,950	11,760	3,915	35	35	--	2	.35	26,946	56	N/A	12	Partial carpeting
PAPAALOA	Rented	1,881	---	420	1,696	4,006	7	4	--	.50	--	7,455	20	N/A	0	To be closed upon opening of Laupahoehoe C-S Library
PARKER MEMORIAL (WAIMEA)	1951	2,310	5,775	805	2,528	5,424	23	8	.33	2	.50	38,143	47	N/A	12	Inadequate for growing area

CONTINUED ON NEXT PAGE

1/ Source: 1970 Data Book and Census Report; HSL serves State of Hawaii

2/ Other full-time equivalent, excluding Student Helpers and Exempt Hires — Maintenance: Janitors, Guards and Groundskeepers

* Includes Bookmobile

** Includes Half-time Guard

*** Area behind driver's seat

# REPLACEMENT ON ORDER 1972

Figure 26

FACILITIES CHART: HAWAII STATE LIBRARY SYSTEM (CONT'D)

LIBRARY	YEAR BUILT	"AREA" 1/ POPULATION	SITE (SQ. FEET)	BUILDING SIZE (SQ. FEET)	SHELF CAPACITY (VOLUMES)	BOOKSTOCK JULY 1, 1971 (VOLUMES)	READING ROOM SEATS		AUTHORIZED STAFF 2/			ANNUAL BOOK CIRCULATION AS OF 6/30/71	HOURS OPEN/WEEK AS OF 6/30/71	MEETING ROOM SEATS	OFF ST. PARKING STALLS	REMARKS
							ADULT	CHILD	PROF	CLERK	MAIN					
BOOKMOBILES: HILO	1964 GMC Chassis; Gerstenslager Body			***145	2,800	8,762	N/A	N/A	1	2	--	36,769	48 STOPS	--	--	
KONA	1969 Dodge Chassis; Gerstenslager Body			***112	1,500	---	N/A	N/A	--	2	--	20,367	42 STOPS	--	--	
HAMAKUA-KOHALA	1971 International Chassis															
KAUAI		29,761														
KAUAI (LIHUE)	1969	9,907	53,330	17,182	60,000	42,719	66	54	5	8	1.50	89,529	60	200	33	Total media; Carpeted; Temperature & humidity contr
HANAPEPE	1950	6,883	39,207	1,977	7,000	10,887	16	39	--	2	1	41,016	40	N/A	9	Carpeted: Need to be expanded
KAPAA	1955	8,575	43,560	4,948	10,000	12,695	32	18	--	2	1	52,397	40	70	16	Expanded in 1962
WAIMEA	1950	4,159	26,134	3,724	11,000	11,617	44	8	--	2	1	46,384	38	60	12	Carpeted
BOOKMOBILE: LIHUE	1969 Dodge Chassis; Gerstenslager Body			***112	1,400	8,187	N/A	N/A	--	3	--	44,711	24 STOPS	N/A	--	
MAUI		46,156														
MAUI (WAILUKU)	1930	11,318	22,086	10,075	54,000	45,563	32	27	5	9.90	1	89,457	54	N/A	0	Renovated 1963; Serious parkin problem
KAHULUI	1962	14,166	66,556	11,862	30,000	30,981	57	32	3	3.20	**1.50	89,521	52	200	30	To become Regional Library up building expansion
LAHAINA	1955	5,524	19,031	4,908	8,280	9,607	20	28	1	1	1	27,089	40	50	7	New site needed; Parking desperate
LANAI	Rented	2,204	14,828	1,400	5,000	3,083	20	8	--	.50	.25	8,303	19	N/A	0	Community-School Library in planning stage
MAKAWAO	1969	7,855	26,696	5,632	10,000	8,489	42	28	1	2	.50	38,769	43	70	18	Partial media; Carpeted; Temperature & humidity contro
MOLOKAI	1937	5,089	58,253	3,627	6,000	7,285	24	24	--	*2	.50	16,459	35	N/A	6	
BOOKMOBILES: WAILUKU	1964 GM Chassis; Gerstenslager Body			***130	2,500	6,662	N/A	N/A	1	1	--	22,719	26 STOPS	N/A	--	
MOLOKAI	1960	Gerstenslager Body		#*** 85	1,600	---	N/A	N/A	--	--	--	6,405	2 STOPS	N/A	--	

1/ Source: 1970 Data Book and Census Report; HSL serves State of Hawaii

2/ Other full-time equivalent, excluding Student Helpers and Exempt Hires — Maintenance: Janitors, Guards and Groundskeepers

* Includes Bookmobile

** Includes Half-time Guard

*** Area behind driver's seat

# REPLACEMENT ON ORDER 1972

PREPARED BY PUBLIC LIBRARY BRANCH
FROM 1970 - 71 STATISTICS

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PART II

LIBRARY SERVICES AND CONSTRUCTION PROJECTS

TITLE I • TITLE II • TITLE III

Photo by A. Salbosa

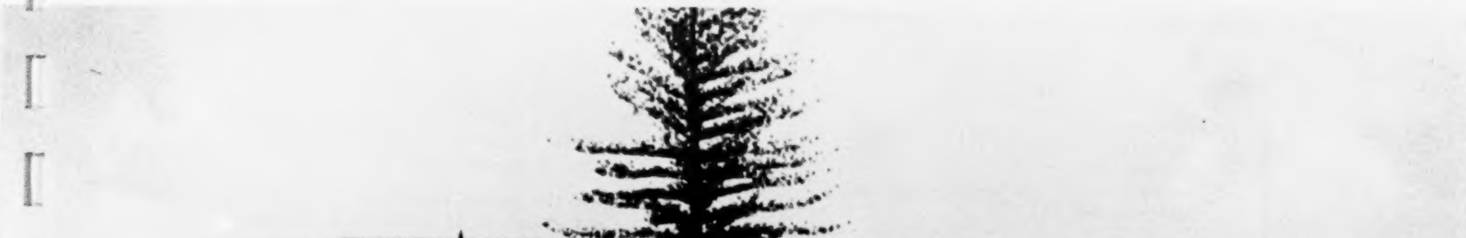
OVERVIEW OF LONG-RANGE PROJECTS

Proposed long-range projects which the Hawaii State Library Administrative Agency recognizes as those that are designed to meet valid needs of the statewide library system are described in this section.

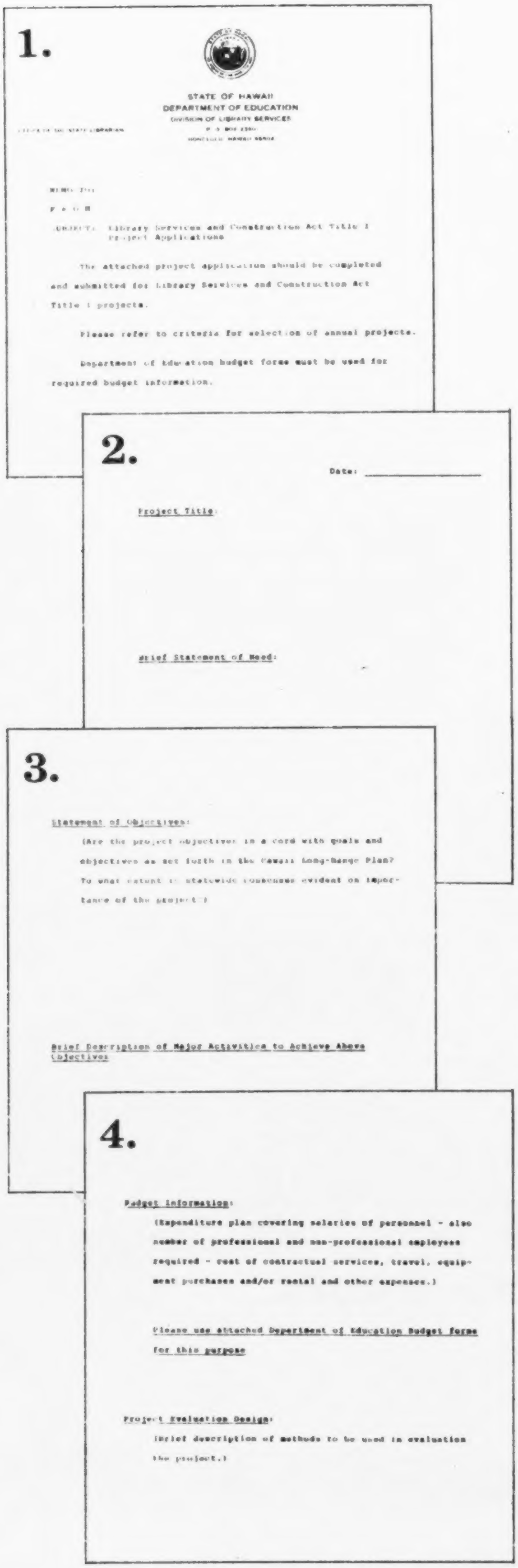
These projects are categorized in terms of possible qualification under the Library Services and Construction Act P.L. 91-600, Title I, II, and III.

Valuable input was received from programmers, advisory council members, advisory commission members, and others in developing these programs.

Projects should be planned and submitted to the State Librarian for approval by April 30, annually. To be considered for approval all elements of the project, including statement of need, statement of objectives, description of major activities, budget information, project evaluation design, operational program plan and other details must be complied with.



Front entrance—Makawao Library, Maui



SAMPLES

1.

State of Hawaii
Department of Education
Division of Library Services
P. O. Box 2360
Honolulu, Hawaii 96804

OFFICE OF THE STATE LIBRARIAN

Memo:
Subject: Library Services and Construction Act Title I Project Applications

The attached project application should be completed and submitted for Library Services and Construction Act Title I projects.

Please refer to criteria for selection of annual projects.

Department of Education budget forms must be used for required budget information.

2.

Date: ____________________

Project Title:

Brief Statement of Need:

3.

Statement of Objectives:

(Are the project objectives in accord with goals and objectives as set forth in the Hawaii Long-Range Plan? To what extent is statewide consensus evident on importance of the project?)

Brief Description of Major Activities to Achieve Above Objectives:

4.

Budget Information:

(Expenditure plan covering salaries of personnel - also number of professional and non-professional employees required - cost of contractual services, travel, equipment purchases and/or rental and other expenses.)

Please use attached Department of Education Budget forms for this purpose

Project Evaluation Design:

(Brief description of methods to be used in evaluating the project.)

Form BD-1
(DE Narrative)

OPERATIONAL PROGRAM PLAN

FISCAL YEAR ____________

Sundry Code _____

Department ______ Education ______
Division ____________
Program ____________
Activity ____________
Date ____________

	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter

SAMPLE

Form BD-2

Sundry Code__________
Division__________
Program__________
Activity__________

BUDGET DETAILS

FISCAL YEAR __________

	Allotment	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.
A. Number of Positions					
Cost of Positions					
Hourly					
Part Time					
Total "A"					
B. Other Current Expenses					
Stationery & Office Supplies					
Educational & Scientific Supplies					
Postage & Meter Rental					
Telephone, Tolls & Cables					
Private Car Mileage					
Transportation - Intra State					
Subsistence - Intra State					
Hire of Passenger Cars					
Freight & Delivery Charges					
Printing & Binding					
Advertising & Publication of Notices					
Repairs & Maintenance - Office Equipment					
Motor Vehicle					
Expendable Supplies					
Total "B"					
C. Equipment					
M. Motor Vehicle					
Total					

SAMPLE

(**Prepare in duplicate**)

WORKSHEET TO DETERMINE FUNDS NEEDED
PERSONAL SERVICES
FISCAL YEAR ____________

Form BR-A-1

Budget Code ____________________

Please check appropriate line
(Current Services ______
Use separate sheet for each (Workload Increase ______
(Expansion ______

SAMPLE

Position Title & No.	Name of Incumbent	Salary Range and Step July 1, ___	Increment Date	QUARTERLY SALARY REQUIREMENTS					MEANS OF FINANCING*	
				July-Sept	Oct-Dec	Jan-Mar	Apr-June	Total	Source	Amount
Totals										

*State only exceptions. That is, only for positions financed by other than General Funds.
Round off amounts to nearest dollar.

(Prepare in duplicate)

Form BR-C-1R

WORKSHEET FOR DETERMINING FUNDS NEEDED FOR EQUIPMENT

Budget Code____________________

FISCAL YEAR____________________

Activity ____________________

A. FOR REPLACEMENTS

Priority No.	Description	Date Old Equip. Was Purchased	Cost Per Unit	Qty.	Total Cost	Quarter Replace. To Be Made	Reason for Replacement
	Total Replacements						

SAMPLE

Note: List by priorities and number the priorities. Take into consideration both replacements and new equipment as one list.
(See Form BR-C-1N for New Equipment).
Round off amount to the nearest dollar.

(Prepare in duplicate)

Form BR-C-1N

Budget Code ____________

Activity ____________

WORKSHEET FOR DETERMINING FUNDS NEEDED FOR EQUIPMENT

FISCAL YEAR ____________

B. FOR NEW EQUIPMENT

SAMPLE

Priority No.	Description	Cost Per Unit	Qty.	Total Cost	Quarter To Be Purchased	Reason for Need and What It Will Accomplish
	Total - New Equipment					

Note: List by priorities and number the priorities. Take into consideration both replacements and new equipment as one list. (See Form BR-C-1R for Replacements.)

Round off amount to nearest dollar.

Form BR-B-1

(Prepare in duplicate)

Budget Code________________

Activity ________________

WORKSHEET TO DETERMINE FUNDS NEEDED
EDUCATIONAL, SCIENTIFIC SUBSCRIPTIONS
(Do not include book purchases over $5.00)

Title of Subscription	Subscription Date		Cost	Quarterly Expenditures			
	Renewal	Expir. Date		1	2	3	4
Total							

SAMPLE

NOTE: Round off amounts to nearest dollar.

(Prepare in duplicate)

Form BR-B-2

Budget Code ____________

WORKSHEET TO DETERMINE FUNDS NEEDED
FOR MILEAGE

____
Individual's Name

FISCAL YEAR ________

____
Position Title

A. General statement of purpose.

B. Computation of cost @ 12¢ per mile.

	QUARTERLY REQUIREMENTS									
	1st		2nd		3rd		4th		Total	
To:	Miles	Amt.	Miles	Amt.	Miles	Amt.	Miles	Amt.	Miles	Amt.
District Office										
State Office										
Schools										
Others ________										
________										
________										
TOTAL										

SAMPLE

C. If your request is greater or less than that of the previous year, please state reasons for increase or decrease in trips

Note:
1) To be completed by each individual planning to claim mileage.
2) All of these should be summarized and entered onto Form BR-B - Mileage.
3) Round off amounts to nearest dollar.

(Prepare in duplicate)

Form BR-B-3

Budget Code________________

Activity________________

WORKSHEET TO DETERMINE FUNDS NEEDED FOR INTER-ISLAND TRAVEL
FISCAL YEAR _______

____
Individual's Name

____
Position Title

A) Purpose of travel (What do you intend to accomplish?)

B) Are your planned trips greater or less than the present year? If so, state the reasons for increase or decrease in trips.

From __________	No. of Trips	Plane Fare		Per Diem		U-Drive & Others	Total
		Cost Per Trip	Amount	No. of Days	Amount		
1st Quarter							
To: Kauai							
Oahu							
Maui							
Hawaii							
Total							
2nd Quarter							
To: Kauai							
Oahu							
Maui							
Hawaii							
Total							
3rd Quarter							
To: Kauai							
Oahu							
Maui							
Hawaii							
Total							
4th Quarter							
To: Kauai							
Oahu							
Maui							
Hawaii							
Total							
Grand Total							

SAMPLE

Note: Use separate sheets for each person planning to take a trip.
Round off amounts to nearest dollar.

CRITERIA FOR SELECTION OF ANNUAL PROJECTS

1. LEGALITY. Is the project authorized by Federal and State laws and local governing authorities — e.g., county, municipal and/or appropriate Boards?
2. GOAL-RELATED. Are the projects objectives in accord with goals and objectives set forth in the long-range program? To what extent is statewide consensus evident on importance of the project? (State Association, etc.)
3. FEASIBILITY. Does the project have a reasonable chance to succeed? Is there evidence of local commitment to continue the project? Are local and state *funds* in the offing?
4. POPULATION SERVED. How many people will have an opportunity to benefit from the project? How many of these are from low-income families? From ethnic groups?
5. REPLICABILITY. How significant is the project in terms of applicability in other locations in the state? The nation?
6. LOCAL MANAGEMENT CAPACITY. What is the competency of personnel and adequacy of facilities to administer the project?
7. INTERAGENCY COOPERATION. Does the project reflect a concerted approach? Community oriented? Not duplication of effort, etc.?
8. EVALUATION. What provisions are made for evaluation? Procedure? Reporting?
9. CAPACITY TO MONITOR. Does the State Agency have the ability and time to monitor the project?
10. POLITICAL IMPLICATIONS. Is the project free of political bias? Lend to geographic balance of outside benefits to localities?

Avid readers—McCully-Moiliili Library

TITLE I PROJECTS

STRENGTHENING THE STATE LIBRARY ADMINISTRATIVE AGENCIES

Legal Reference: Library Services and Construction Act, P.L. 91-600 Sec. 2(A), Title I Sec. 101; Sec. 102(B) (1) (2) as amended

GOAL

To provide all residents of the State of Hawaii free adequate* library services and to provide supportive library services to branch libraries and to residents with no other access to library services.

**Adequate* Library Service for the State of Hawaii as defined in the *Basic State Plan* 1971 shall mean that:

> Every resident of the State shall have free library service available through an outlet in his local community by a bookmobile, deposit station, branch library or community/school library.
>
> Every resident of the State shall have access through his local outlet to the full range of modern library facilities provided by the State and Federal library agencies.
>
> The local library outlet shall have sufficient resources to enable it to provide the most frequent requested material from its collection.
>
> The local outlet shall be as easy to reach and as easy to use as a local shopping center.
>
> Adequate reference library service shall be understood to exist when 90% or more of reference transactions shall be satisfactorily completed. The reference and interloan network shall help to create a 90% service factor in this area.
>
> Community libraries shall have a basic collection of 25,000 volumes or 5 books per Capita, whichever is greater.
>
> Regional libraries shall have a basic core of at least 125,000 titles, 10,000 titles in non-circulating collection, 5,000 sound recordings, 500 educational films, substantial collection of current U.S. and Hawaii State Government Documents, periodicals and newspapers.
>
> Audio-visual materials and equipment and other new media as developed shall be provided. (Materials associated with teaching machines, closed circuit and education television shall be available.)
>
> State Library Branch shall have a basic collection of 750,000 volumes and shall serve as a Resource Center.
>
> Staff services quantitatively and qualitatively shall be provided for appropriate use of collections materials and equipment.
>
> Comprehensive facilities planning shall be based on the needs, objectives, and program requirements of future and present library services.

OBJECTIVES

To provide minimum personnel for the following: (1) to administer employee relations and benefit services, including the upgrading of in-service training program for professional and clerical personnel; (2) to implement provisions of contracts under the collective bargaining law; (3) to upgrade accounting and business services; (4) to provide minimal electronic data processing services for the Office of Library Services including but not limited to central ordering, processing, cataloging, indexing and others; (5) to provide evaluation and planning services. (See Title II for central facilities); (6) to provide support services for the Hawaii State Department of Education master plan through planning and multimedia production services on a statewide basis; (7) to provide planning for coordinated use of all educational media to support curriculum programs in the Hawaii State Department of Education.

CONSTRAINTS

1. Statewide Information Systems capabilities and workload.
2. Fiscal
3. Restrictions on establishing and filling of positions.
4. Contractual
5. Collective bargaining
6. Time

IMPLEMENTATION 1ST INCREMENT

IN ORDER TO MEET OBJECTIVES 1-5, the following projects should be implemented:

I. Justifications and or rejustification of positions needed.

  Evaluation and Planning revision.

  1. Deputy to the State Librarian.
  2. Program specialists and technicians in personnel, welfare, training and business.
  3. Specialist qualified to evaluate and designate categories in books and to develop book lists, catalog techniques.

II. Contract for systems development with the Office of Library Services:

  A. Through Department of Education Planning, Statewide Information Services, Department of Budget and Finance, Office of the Governor.

  B. Develop time frame. (See Program on Centralized Processing Center)

  C. Inventory of all required tools to make services functional.

  D. Determine user needs and how they will be met. (User may be identified as Office of Library Services or Department of Education staff or library clients)

  1. User's requirements must have first priority; desires of personnel must fully serve the users.
  2. The library's client must be reached; the client must be considered.
  3. Full response to needs of library clientele.

III. Request funds in the next biennium (1973-75)

IIV. Develop total in-service training with Office of Personnel Services, Department of Education and the Hawaii State Department of Personnel Services.

  Workshops and seminars in:

  1. Business procedures, regulations, policies.
  2. Personnel procedures, regulations, rules, policies and rights.
  3. Total media trends and development.
  4. Indexing and abstracting.
  5. Circulation systems.
  6. Knowledge and utilization of tools.
  7. Public service image.
  8. Role of Library System as a part of the Department of Education.
  9. Managerial skills.
  10. Clerical skills.
  11. Others as identified.

V. Evaluate and update long-range plan on an on-going basis.

  Develop Annual Plan for following year.

VI. Validate Basic State Plan and Long Range Plan.

2ND INCREMENT

I. Evaluation of systems development.

  A. Accomplishments within time frame.

  B. Validation of systems out put in terms of contract, orders, invoicing, cancellations, backorders, management reporting, etc.

II. Possible expansion or curtailment of system throughout Office of Library Services.

III. Evaluation of in-service training on an on-going basis.

A. Expand

B. Maintain at current level

C. Curtail

IV. Evaluate and update long-range program on an on-going basis.

Develop Annual Plan for following year.

V. Validate Basic State Plan and Long Range Plan.

3RD, 4TH, 5TH INCREMENT

Continue evaluation, expansion, modification, or curtailment of programs.

SCHOOL LIBRARIES AND INSTRUCTIONAL MATERIALS BRANCH

IN ORDER TO MEET OBJECTIVE 7 the School Libraries and Instructional Materials Branch is designed for the following: to provide planning for coordinated use of all educational media to support curriculum programs in the Hawaii State Department of Education; to analyze school needs in regard to print and non-print materials, media facilities, equipment and personnel; to promote implementation of State standards for school media centers; to develop criteria and procedures for evaluation of media programs; to provide media-related consultative services as requested; and to coordinate staff participation in joint school and public library activities.

The objectives of the AUDIOVISUAL SERVICES SECTION are: to provide 16mm films primarily to all public schools in the State of Hawaii; to maintain year round program of film evaluation; to provide audiotape duplicating services; to coordinate procedures for evaluation of non-book materials; to serve as consultants to state, district, and school personnel on school media utilization and practices; to cooperate with districts in providing in-service training; to coordinate the evaluation of equipment and to distribute guidelines for equipment purchases.

The objectives of the SCHOOL LIBRARY SERVICES SECTION are: to provide leadership for the development of a statewide school library program; to work with the Centralized Processing staff on procedures schools use for ordering library books; to cooperate with district and other state-level personnel to ensure good library facilities, collections and services to support curriculum; to revise, clarify and up-date library procedures; to provide technical assistance in developing library programs and assisting librarians in promoting the use of school libraries; to provide consultative assistance in planning or remodeling of library facilities; to provide technical assistance in compiling subject bibliographies; to coordinate the mechanism for the evaluation of books and other print materials; to assist librarians in improvement and maintenance of collections; to assist district offices by recommending allotments for school library book budgets; to provide coordination for federal aid and other special programs to schools; to act as liaison between schools and public libraries, between schools and the State Centralized Processing Center; to provide opportunities for professional growth in areas pertinent to librarians; and to provide for continuous evaluation, revision and implementation of State standards for school media centers.

The objectives of the ELEMENTARY AND SECONDARY EDUCATION ACT, TITLE II SECTION are: to provide school library resources for the benefit of children and teachers in all public and private schools; to coordinate the program with other federal and state educational programs; to develop a State Plan to supplement and enrich the curriculum; to determine quotas based on relative needs for equitable distribution of resources.

Prime objective of MEDIA SERVICES SECTION is to coordinate closely with the Hawaii State Library Branch staff personnel responsible for Program Outreach, Services to the Handicapped and State Institutions, and Interlibrary Cooperation in planning joint public and school library projects.

Projected level of funding for the School Libraries and Instructional Materials Branch follows:

1972-73	$735,272
1973-74	772,035
1974-75	810,636
1975-76	851,167
1976-77	893,725

TEACHER ASSIST CENTER

IN ORDER TO MEET OBJECTIVES 6-7 The Teacher Assist Center (TAC) an organization component of the Office of Library Services is designed to provide support services to the instructional program and state and district offices and to provide reproduction and consultative services, on a statewide basis, to all divisions of the Department of Education including Public and institutional libraries.

The primary function of the Teacher Assist Center is to provide statewide support services to teachers, Department of Education district and State office personnel, public and institutional libraries, to include reproduction services of print and multimedia materials, consultative and planning services for effective media utilization, graphic services, distribution services of print and multimedia materials, specialized library services, technical and maintenance services.

Through the network of the Hawaii State Library System, TAC maintains an operational staff of specialists and technicians to conduct a variety of services — printing, multimedia duplication, facility planning, graphics, distribution, library, production, technical and maintenance. These facilities and staff personnel are available by appointment after regular school hours, on Saturdays once a month, and twelve months a year. In addition, to insure maximum use of staff and facilities, TAC provides all State agencies and branches of the Department of Education with in-service workshops and training programs throughout the year.

The program objectives of TAC are: to provide support services for the Department of Education master plan through planning and multimedia production services on a statewide basis; printing and graphic arts production services; direct assistance to teachers and other Department of Education personnel with production of audiovisual aids; to help with the mechanical operation of audiovisual equipment to improve their presentations; distribution services for Department of Education publications and media materials developed by TAC to schools, libraries, and individual requesters.

TAC assists teachers and other Department of Education personnel with editing-rewrite service to further improve communication; furnishes school library and public library facility planners with detail recommendations to improve functional use of media and media production; provides a microfilm service center for the Department and for the Hawaii State Library System; maintains a library for parents of exceptional children to assist and guide in the selection and use of specialized material, and a professional and special collection of media, hardware and software, for use by the Department produced by TAC from teacher requests and/or commercially produced, and to provide assistance and guidance in the selection and use of such materials.

TAC participates with the Office of Library Services specialists in planning and coordinating the construction and/or refurbishing and utilization of library/media centers in State institutions; provides technical, maintenance and duplication services for a variety of media equipment and forms (video, audio, projection); serves as consultants and specialists to the Department, schools, districts, state divisions, wherever media services are requested, and works with media/resource center personnel in school and district complexes for planning, coordinating and producing various multimedia projects.

TAC coordinates service activities with district and State office representatives; maintains a pressroom with facilities for printing, duplicating, collating, simple binding, stitching, and shipping; maintains a graphic arts production center and photo-graphic darkroom with equipment and materials to produce all types of illustrations, text and display typography, photography, negatives in line and half-tone for offset lithography; direct assistance is given to curriculum planners for economic and effective publications and the production of other media such as audio and video tapes, slides and other forms of transparencies.

TAC maintains a facility where teachers may "walk-in" and have available for their use special equipment and supplies for production of educational materials.

TAC assists with in-service training in technology and use of equipment and materials; provides technical consultative services and furnishes drawings and written specifications when appropriately requested for Department of Accounting and General Services, facility planners from other offices, and from directors of State institutions, special libraries, learning centers and schools; and maintains a microfilming laboratory answering job requests of libraries throughout the Department of Education's system.

TAC's target group is the 9,670 public school teachers servicing 183,000 students in the State; the 7 school district offices of the Department; the State Department of Education office — Administration (Superintendent) and the 5 other divisions; and the 129 public and institutional libraries.

The measures of program effectiveness of TAC include: the extent to which teachers, district and state personnel utilize TAC services (printing and multimedia); the quantity and quality of materials produced in support of individual teacher projects and for district and state office requests; the extent to which direct teacher services are rendered and the degree to which TAC facilities are used by them; the extent to which school and public library planners consult with TAC personnel; the extent to which public and institutional libraries utilize TAC services; and the extent to which microfilm services are requested and the degree to which job requests are completed.

Unit cost measures and other budgetary standards will be maintained monthly in comparable form. Reports will be made to requisitioners in detail concerning materials used and staffing time expended on each job requested. Periodic summary reports are made to requisitioner.

Trends seen in the annual report indicate the need for increased reprographic services as volume requests steadily increase. Additional staffing will be needed in order to deliver the expanded services TAC has assumed — special library microfilming, duplications, maintenance services, etc. — requests for printing have increased and the trend will continue. To meet this increase equipment replacements may be necessary. TAC services will continue to be on a statewide basis, especially for the mass production needs.

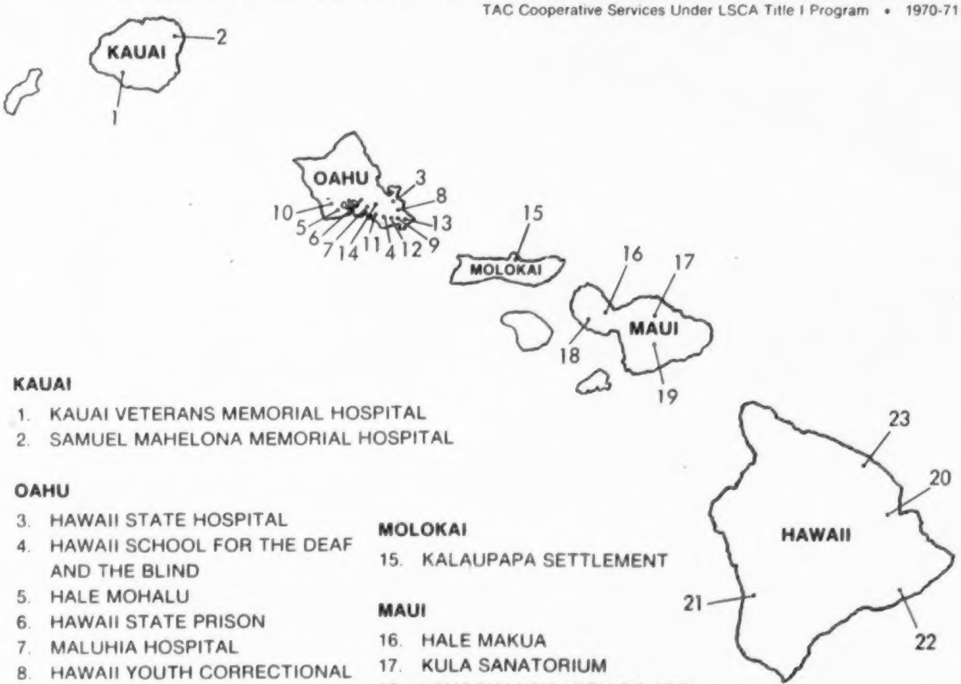
TAC will budget for maintaining at least the current level of services for the next fiscal year and project for the workload increases for subsequent years. Production (print and non-print) services will be on a statewide basis.

LEVEL OF FUNDING — Teacher Assist Center, Office of Library Services

1st Year — $ 884,837
2nd Year — 942,837
3rd Year — 1,016,978
4th Year — 1,067,826
5th Year — 1,067,826

STATE INSTITUTIONAL LIBRARY/MEDIA CENTERS

TAC Cooperative Services Under LSCA Title I Program • 1970-71



KAUAI

1. KAUAI VETERANS MEMORIAL HOSPITAL
2. SAMUEL MAHELONA MEMORIAL HOSPITAL

OAHU

3. HAWAII STATE HOSPITAL
4. HAWAII SCHOOL FOR THE DEAF AND THE BLIND
5. HALE MOHALU
6. HAWAII STATE PRISON
7. MALUHIA HOSPITAL
8. HAWAII YOUTH CORRECTIONAL FACILITY
9. LEAHI HOSPITAL
10. WAIMANO TRAINING SCHOOL AND HOSPITAL
11. SHRINER'S HOSPITAL
12. BOOTH MEMORIAL HOME
13. LUNALILO HOME
14. HALE HO'OMALU

MOLOKAI

15. KALAUPAPA SETTLEMENT

MAUI

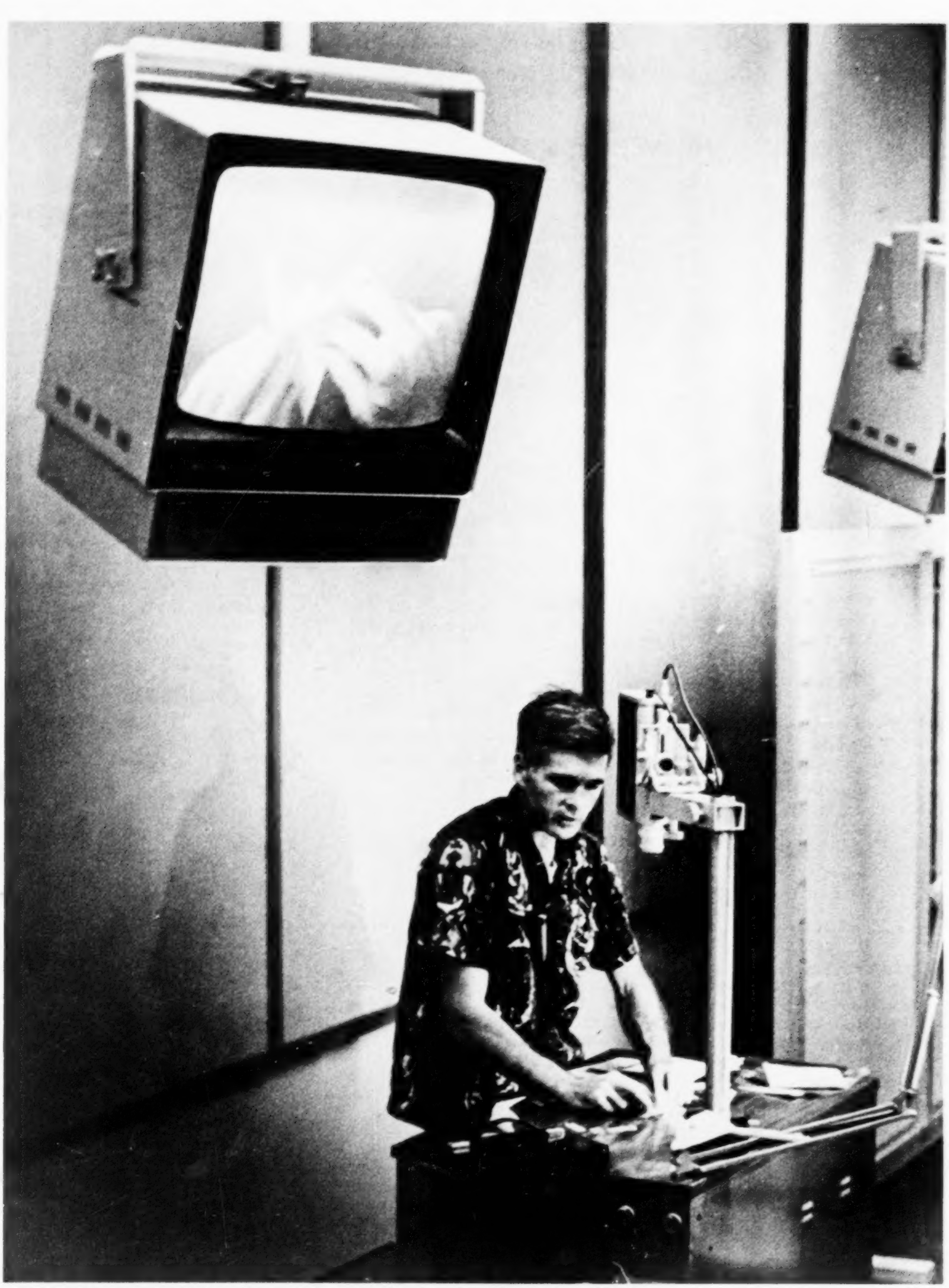
16. HALE MAKUA
17. KULA SANATORIUM
18. LAHAINALUNA HIGH SCHOOL
19. OLINDA HONOR CAMP

HAWAII

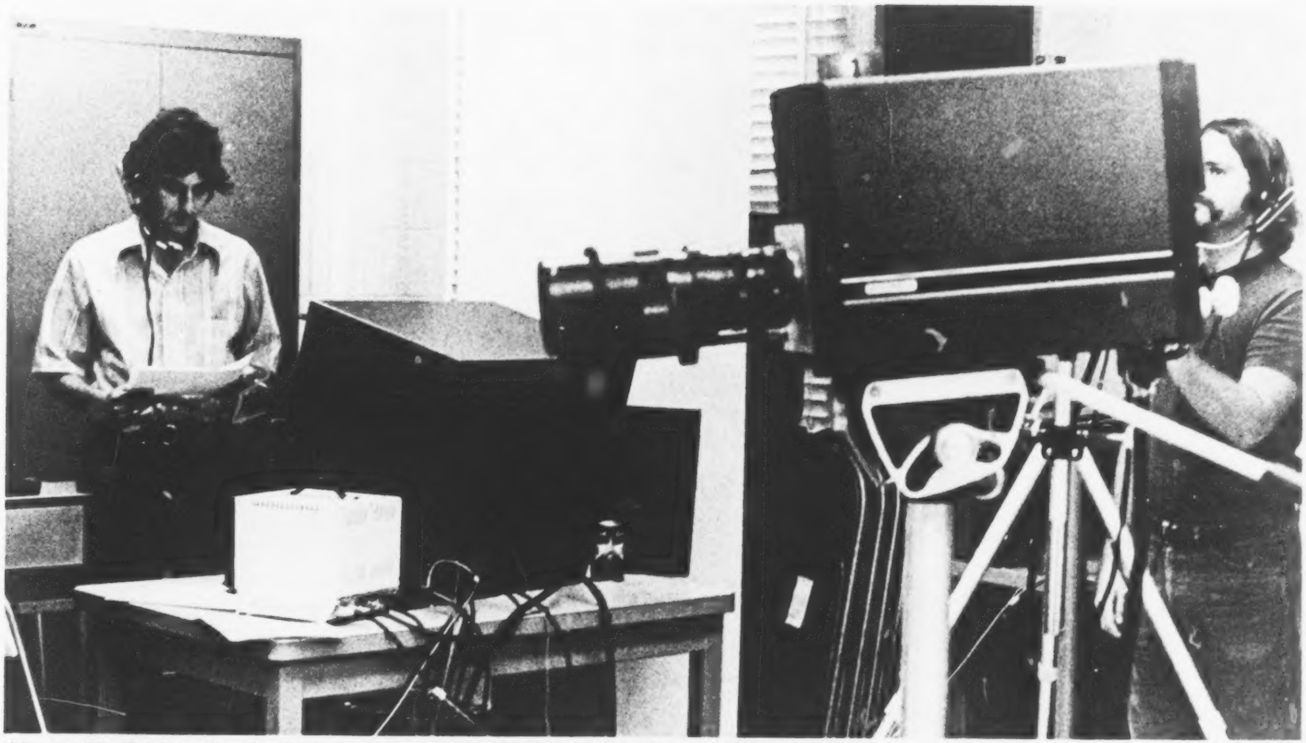
20. HILO HOSPITAL
21. KONA HOSPITAL
22. KULANI HONOR CAMP
23. HONOKAA HOSPITAL

TAC personnel worked cooperatively with Mrs. Lydia Ranger to develop support services for the institutional libraries which come under the jurisdiction of the Office of Library Services. Services include detail planning for renovations and recommendation for purchases of media and equipment, for programing motivational activities, book talks and record concerts, and coordinating community participation.

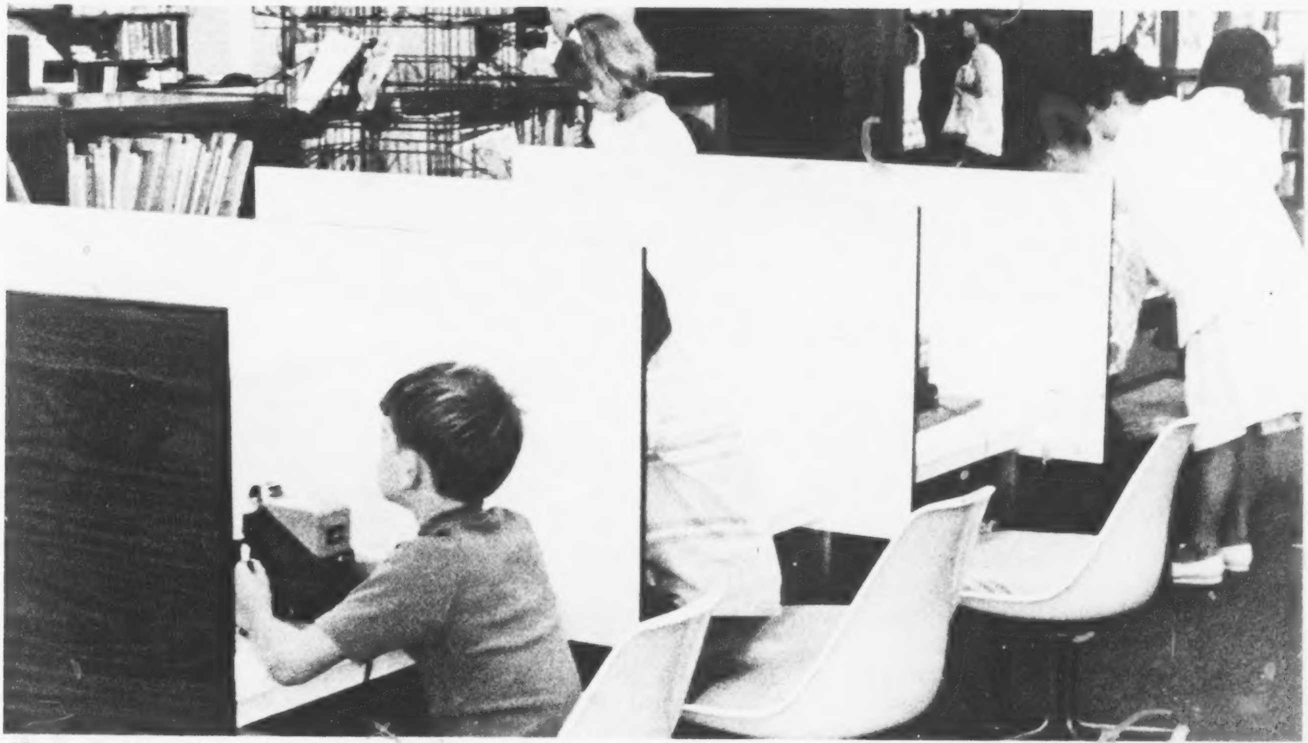
Shown on this map is a complete listing of the Hawaii State Institutional Libraries receiving this service.



A demonstration utilizing close-circuit facilities in the Humanities Room
of the Kahuku Community/School Library



Above: TAC television facilities provide tapes for wide distribution



Above: Total media services being utilized at the Kahuku Community/School Library

Individuals from community utilizing a library production center

PROPOSED MEDIA RESOURCE PROGRAM FOR THE STATE LIBRARY SYSTEM OF HAWAII

In order to comply with the Board of Education's directive to the Office of Library Services, for upgrading the Total Media Delivery System of the Libraries, the Teacher Assist Center was designated to initiate and coordinate a statewide library media program. The projected program is designed to provide libraries with physical facilities and capabilities for audiovisual services such as: (1) listening areas for individuals and groups; (2) viewing areas for individuals and groups; (3) microfilming and microform duplication; (4) necessary software, equipment, and furniture; and (5) supportive elements such as a repair and maintenance program, minor renovation to buildings (i.e. installation of electrical outlets), and supplying cleaning and miscellaneous materials.

The proposed software standards for this program are: Audio Cassettes — 600 Titles per Library; Filmstrips — 500 Titles per Library; Filmstrips with Synchronized Cassettes — 400 Titles per Library; Super 8mm Film Loop Cartridges — 300 Titles per Library; and Video Cartridges — 50 Titles per Region.

The implementation program reflects the current Hawaii State Library System's plan of media services. The program is designed to continue and expand services already offered in limited degrees at some libraries.

FIRST YEAR

The first year should continue and expand the present audio cassette program and establish an in-house microfilm capability at the Teacher Assist Center for statewide service. Provisions are being made to provide the facilities, renovation, storage, equipment and software to carry out the program. The program requires at this time, an A/V technician with a capability of operating and maintaining microform equipment.

SECOND YEAR

The second year should broaden services for individuals and groups of library users in the area of filmstrips, slides, microforms, motion picture, etc. by providing additional software and equipment for existing collections. At this time, the program requires a specialized, experienced audio and video technician capable of maintenance and repair of media equipment, with an emphasis on CCTV, to be added to the Teacher Assist Center staff to service all the libraries on a statewide basis.

THIRD YEAR

The third year introduces the medium of loop film on a statewide basis. The library software collection should meet the standards through continued acquisition. The maintenance program should continue to support the media program.

FOURTH YEAR

The fourth year should provide each regional library with television and other media facilities comparable to those facilities of presentational media at community/school libraries.

FIFTH YEAR

The fifth year should complete the acquisition of software to meet the proposed standards, and normal maintenance continued.

LEVEL OF FUNDING

1st Year — $137,381
2nd Year — 139,872
3rd Year — 151,200
4th Year — 204,497
5th Year — 175,878
Total — $808,827

COMPUTER-BASED CENTRALIZED PROCESSING CENTER

Legal Reference: Public Law 91-600, Section 102 b (2) STRENGTHENING STATE ADMINISTRATIVE AGENCY

TARGET AREA: Library patrons and the people of the State and the Pacific Basin through improved services from the CENTRALIZED PROCESSING CENTER, HAWAII STATE LIBRARY SYSTEM, to libraries within the area. The Centralized Processing Center's operations are now manual but the libraries covered include:

1. PUBLIC LIBRARIES: 57 units in the Hawaii State Department of Education, Hawaii State Library System, are given acquisition and processing services.
2. SCHOOL LIBRARIES: 215 libraries in the Hawaii State Department of Education public schools are given acquisition and processing services. 64 private schools are given acquisition and processing services for Elementary Secondary Education Act, Title II book purchases only.
3. OTHER LIBRARIES: the University of Hawaii libraries exchange catalog cards with the Centralized Processing Center for all local materials.

PROGRAM OBJECTIVES: Conversion to a computer-based processing center in order to give better services to areas already covered and to expand services to other areas.

PROGRAM GOALS: The goals are to expand services through data processing in the following:

1. PRIMARY SERVICE AREAS: 57 units in the Hawaii State Library System and 216 public school libraries. These should find improvement in:

   a. ACQUISITION. Data processing should include:

      (1) Order routines.
      (2) Receipts.
      (3) Claims.
      (4) Accounting.
      (5) Reporting.

      Services should be improved and details such as title-by-title accounting not possible before will be added for subscribing libraries.

   b. CATALOGING. Data processing should incorporate MARC information and will provide:

      (1) Union catalog of State Library System holdings.

      (2) Serials listing for the State Library System or a union list of serials for all libraries in or outside of the system. Participating libraries should be able to include serials acquisition routines.

      (3) Standing order listing for State Library System and public school libraries.

   c. CIRCULATION. Information produced as a result of cataloging should aid in the automating of the circulation system. Data processing should make it possible to:

      (1) Compile statistics on patron borrowing habits for acquisition and reference purposes.

      (2) Automate customer billing for overdue and lost books.

      (3) Record and compare circulation statistics.

   d. REFERENCE. Data processing should enable:

      (1) Retrieval of bibliographic information from storage.

      (2) Machine readable indexing projects.

      (3) Improved interloan services through union catalog of State Library System holdings and union list of serials.

2. SECONDARY SERVICE AREAS: libraries outside of the Hawaii State System and the public school libraries. Improvement of services should be:

   a. Faster cataloging resulting in more efficient distribution of catalog cards.

   b. Union catalog of State Library System holdings resulting in better interloan services.

   c. Expansion of processing services to the Pacific Basin in order to aid beginning libraries in underdeveloped countries.

   d. Expansion of processing services to include libraries in State executive departments.

   e. Sharing with other libraries of bibliographies, awareness services, etc.

JUSTIFICATION: The Centralized Processing Center now serves the acquisition and processing needs of the subscribing libraries on a minimal basis. The Center is not efficient due to personnel shortage and over-strained physical facilities. The Center does not keep a shelf list for school libraries, does not catalog audio-visual materials, and does not keep detailed accounting for subscribing libraries.

Data processing will enable the Center to serve subscribing libraries better and open new services to non-member libraries.

IMPLEMENTATION PLAN: Systems analysis, implementation of operations, and evaluation should be done by three different firms thus insuring a check by each on the procedures.

1972-73 Overall planning, compiling bid specifications, awarding of contract to begin systems analysis.

1. Methodology: private consultant firms.
2. Level of funding: $100,000.00 (contract for systems analysis).

1973-74 Continue systems analysis, design, program, and test.

1. Methodology: private consultant firms for systems analysis.
2. Level of funding: $75,000.00.

1974-76 (two years) Implementation and training.

1. Methodology: private consultant firm.
2. Level of funding: $200,000.00.

1976-77 Final program adjustments, final evaluation.

1. Methodology: private consultant study with input from librarians in the State Library System, school libraries and other libraries.
2. Level of funding: $50,000.00.

EVALUATION: Evaluation should be done by two methods:

1. Private consultant study.
2. Continuous staff evaluation during the program.

Evaluation should be based on and include the following criteria:

1. Increased effectiveness in the areas of order and accounting procedures.
2. Increased promptness in the delivery of materials to subscribing libraries.
3. Consistency in the processing of materials as compared to manual methods.
4. Effective use of available programs such as MARC.
5. Increased effectiveness in the area of interloans as measured by speed and increase.
6. Amount and diversity of statistical information available from the computer, e.g., time lag between order and receipt, etc.
7. Customer satisfaction including State Library System staff, other librarians and patrons.
8. Evaluation by librarians from Hawaii State Library System, school libraries and other libraries.

MONITORING SERVICES: The State Librarian should direct the entire program. Consultant services, Hawaii State Library System in coordination with appropriate Department of Education offices and other state agencies should be involved in overall planning and evaluation techniques. The Centralized Processing Center should be responsible for implementation of acquisition and cataloging procedures. The Hawaii State Library staff should work on the implementation of the circulation and reference portions.

COORDINATION WITH OTHER LIBRARIES: Required coordination with other libraries in the State and the Pacific Basin should be managed by Hawaii State Library System. Since a union catalog of State Library System holdings and a union list of serials should serve as interloan tools and since services in processing are to be extended further than the State Library System, input from these libraries would be essential.

PUBLIC AFFAIRS

Under the general direction of the State Librarian, the Public Affairs Office should actively support public and school library programs through development and maintenance of a continuous statewide public relations program, through utilizing mass media such as, news stories and releases, spot radio and television announcements, interviews, exhibits, posters, slides and photographs. An integral part of the program should be to keep the public informed of the joint state and federal projects.

Through this program the people of Hawaii should become increasingly aware of and should utilize more extensively the services and materials available in the public and school libraries of the State.

Young hula dancers at Ewa Beach Community-School Library Dedication

REGIONAL LIBRARIES

Legal Reference: Library Services and Construction Act, P.L. 91-600 Sec. 2(A), Title I Sec. 102; Sec. 102 (B) (1) as amended.

The regional library program is a subprogram of the Office of Library Services. It is a larger unit of service at a geographical regional level. It is designed to take advantage of economics and expanded service opportunities which are only possible in larger library service centers. It involves the provision of expanded service from resource units located in major population centers through libraries located in communities and schools throughout the state but functioning as part of a specific regional service area, and through extension services like bookmobiles or adult reading centers (either store front or mobile) within each region. All residents in the State of Hawaii shall be provided free adequate library services and to provide supportive library services to branch libraries and to residents with no other access to library services.

THE OBJECTIVES OF THE REGIONAL LIBRARIES ARE: to provide a broad range of reader services, including interlibrary loan, formal and comprehensive reference services, coordinated supervision of and assistance to community libraries within each region in terms of adult, young adult, children's and reference work; significantly enlarged and more diverse collections, print and non-print; a broad range of group services, to include exhibits, tours, cultural events and book fairs, and to function as a center for civic activities. Regional Library/Media Centers will provide bookmobile services to communities without library services; be maintained wherever 100,000 or more people live within 30 minutes driving time in metropolitan areas or 75,000 people within 45 minutes driving time in non-metropolitan areas (Note: Driving times are actual average door-to-door, not theoretical times over high-speed freeways).

Because of Hawaii's geographic configuration, regional libraries as part of a total system are and will be an important element in providing sufficient and varied library resources near the local level. Furthermore, regional administration is desirable from a management standpoint.

The regional library/media unit, which may also serve as a local library for the people nearby, should provide at least a comprehensive collection of print and non-print library materials to cover the general as well as special interests in its area including important non-print materials of communication, such as educational films, filmstrips, recordings and tapes; professional personnel for reference to adults, children, young people; individual and group reading aid; audiovisual services; and personnel specially trained for subjects of specialized interest to meet the needs of special groups, e.g., the under-educated, handicapped, homebound; bibliographic services, or access; and access to local, state and national resources.

To meet proposed standards for regional libraries 125,000 titles must be maintained: 10,000 titles in non-circulating collection, 5,000 sound recordings, 500 educational films, substantial collections of current U.S. and Hawaii State Government Documents, periodicals and newspapers, and audio-visual materials and other new media as developed. Qualitative and quantitative staff services must be provided for appropriate use of collections, materials and equipment.

THE CONSTRAINTS on this program include restrictions on establishing and filling of positions, and fiscal policies and conditions.

IMPLEMENTATION:

1ST INCREMENT:

A. Request positions in the next biennium (1973-75) staffing of the designated regional libraries.
   1. Full descriptions and justifications for regional librarians, technicians, library assistants and media specialists.

B. Develop and implement a purchasing plan for regionals.

1. Audio tape and/or recordings to 1,500.
2. 16mm film collections to 50.
3. Book collection to 100,000 titles.
4. Non-print media hardware and software to offer minimal non-print service to other branches and users.

(See sub-program for Development of Media Resources for Community and Community/School Libraries.)

2ND INCREMENT:

A. Review, evaluation and validation of 1st Increment.

1. Survey of users and non-users to include community organizations, private libraries, special libraries, institutional libraries, other government agencies and individuals.

   a. measure of effectiveness as expressed on the survey regarding the number, variety, appropriateness of library materials.

   b. degree of satisfaction regarding use of accessibility to library services.

   c. degree of satisfaction regarding services as provided by staff.

   d. ratings on a 5 point scale on planned effectiveness level.

   e. survey of staff on feedback from users.

B. Continue planned purchasing for regionals.

3RD, 4TH & 5TH INCREMENT:

A. Continue review, evaluation and validation of prior increments.

1. Develop and/or adopt instruments for measuring effectiveness.

B. Continue planned purchasing for regionals to achieve ALA standards.

METROPOLITAN RESOURCE CENTER

Legal Reference: Public Law 91-600, Section 102 a (2-C) STRENGTHENING METROPOLITAN PUBLIC LIBRARIES THAT SERVE AS NATIONAL OR REGIONAL RESOURCE CENTERS.

TARGET AREA: Library patrons and the people of the State and the Pacific Basin through improved services to all libraries from the Hawaii State Library located at 478 So. King St., Honolulu. The following are the characteristics of the existing facility:

1. Serves as a downtown branch for walk-in patrons for the area.
2. Serves as the library resource center for adult activities.
3. Serves as the resource center for children's services and young adult activities.
4. Size of collection: 234,444 volumes in 1969/70.
5. Limited liaison with the Pacific area.
6. Limited services to state department agencies.
7. No joint projects on-going with other libraries in the State.

PROGRAM OBJECTIVES: Conversion of the Hawaii State Library which now functions as a large branch to a primary resource center for libraries and librarians in Hawaii and the Pacific Basin. A resource center is essential to interloan, inter-reference library activities.

PROGRAM GOALS: The objectives should be achieved by re-organization of the Hawaii State Library into the following areas:

1. SERVICE TO PATRONS.
    - a. TELEPHONE SERVICE. Quick reference service through telephone for all Oahu residents. At least 75% of the residents of the State live on Oahu. This would eliminate quick reference from each of the units.
    - b. BROWSING COLLECTION. A general recreational reading collection open to walk-in patrons staffed by technicians and librarians also giving reference services. The rest of the library can then be converted to closed stacks eliminating five different stations.
2. SERVICE TO LIBRARIES.
    - a. RESEARCH STAFF. A research staff of specialists should be organized for reference services, interloan services, research oriented services, and book selection purposes.
    - b. AUTOMATED CIRCULATION SYSTEM. (See Computer-Based Centralized Processing Center) This should make it possible to retrieve items for interloan, study patron-borrowing habits, etc.
    - c. UNION CATALOG OF STATE LIBRARY SYSTEM HOLDINGS AND UNION LIST OF SERIALS. (See Computer-Based Centralized Processing Center)
    - d. HAWAIIANA RESOURCE CENTER. The Hawaii and the Pacific collection should expand and include reference, historical and indexing divisions. A program for the dissemination of local materials should be established and a data bank for local information begun. (See Title III, Interlibrary Cooperation).
3. SERVICE TO LIBRARIANS.
    - a. IN-SERVICE TRAINING. An in-service training center for the profession should be established. In-service training should cover all areas of librarianship and include librarians and para-professionals from libraries in the State and the Pacific Basin.
    - b. AUDIO-VISUAL LABORATORY. In order to keep up with the trends in a-v, the resource center should serve as a research

unit and experimental laboratory for the area libraries. Included in this laboratory should be all the standard equipment in use in libraries, resource centers, etc. This should enable librarians to televise workshops, interviews with visiting authors, specialists, etc. and should enable professionals to use the equipment for teaching and learning situations.

JUSTIFICATION: The Hawaii State Library can no longer afford to serve walk-in patrons first and libraries secondarily. It must actively engage in becoming a resource center for libraries and librarians throughout the target area.

The Hawaii and the Pacific area needs expanded library services due population growth, diversification of industries, new political concepts, etc. Due to its geographical position and its cultural resources, Hawaii serves as a bridge to the Pacific and to the East. These increasing business and cultural ties require expanded library services.

IMPLEMENTATION PLAN

1972-73 Overall planning, begin re-organization.

1. Methodology: plan, begin first state re-organization including browsing collection and telephone service.
2. Level of funding: $50,000.00 for staff and equipment.

1973-74 Re-organize services.

1. Methodology: re-organize to create new research staff for reference services, in-service training, media laboratory.
2. Level of funding: $75,000.00 for staff and equipment.

1974-75 Continue re-organization.

1. Methodology: continue building media laboratory, in-service training methods, implement computer-based circulation system, on-line indexing system, use bibliographical information available from computer, special loan resource center.
2. Level of funding: $75,000.00 for staff, equipment, travel.

1975-76 Complete re-organization.

1. Methodology: complete all areas of service.
2. Level of funding: $75,000.00 for staff, equipment, travel.

1976-77 Final adjustments and final evaluation.

1. Methodology: staff evaluation through review and questionnaire and consultant evaluation.
2. Level of funding: $75,000.00 for consultant study, travel, etc.

EVALUATION: There should be continuous staff evaluation with a final staff and private consultant evaluation. The following criteria should be considered.

1. Effectiveness in the area of telephone service by comparative statistics taken over the five years.
2. Effectiveness in the area of interloan, reference, circulation, etc. by comparison of statistics.
3. Effectiveness in the area of in-service training as measured by staff satisfaction, new programs instituted in the State Library System and by other libraries.
4. Effectiveness in the area of local materials by statistical count of use and programs instituted.
5. Coordinated evaluation with librarians from other libraries using the center for services and in-service training.

MONITORING SERVICES: The State Librarian should direct the entire program. Consultant Services, Hawaii State Library System in coordination with appropriate Department of Education offices and other state agencies should be involved in overall planning and evaluation techniques. The Hawaii State Library should be responsible for the implementation.

COORDINATION WITH OTHER LIBRARIES: Required coordination with other libraries should be managed by the Hawaii State Library System.

LIBRARY SERVICES TO THE PHYSICALLY HANDICAPPED

Legal Reference: Library Services and Construction Act, P.L. 91-600 Sec. 2(A), Title I Sec. 102; Sec. 102(B) (1) as amended.

THE GOAL of Library Services to the Physically Handicapped is to provide quality comprehensive readily accessible library services and resources in the media needed to meet the educational, vocational, cultural and recreational needs of the people of the State of Hawaii and the Pacific Basin area. The project to improve library services offered to the blind and physically handicapped was implemented in fiscal year 1968-69. Library materials in the form of disc recordings, audio cassette tapes and large type books were purchased to supplement and enrich the collection. Film loops and film strips were purchased to meet the needs of the physically handicapped patrons now eligible for service from this library. Equipment to increase the technical capability of this library in order to better serve all of the patrons were purchased, including a Braille duplicator (Thermoform Machine), a Xerox 720 copier (rental basis), IBM Braille Electric Typewriters, an Infonics reel-to-cassette duplicator, audio cassette tape players and recorders, optical aids and aids such as reading stands and page turners for the physically handicapped.

Staffing positions established include up until fiscal year 1968-69, full-time staff members included two library technicians and one library assistant. Only maintenance type activities were possible.

A revised State Library for the Blind and Physically Handicapped brochure has been published, an artist-produced display to be used for conferences; book lists on a variety of subjects; newsletters; articles in local dailies; appearance on TV by staff member, and talks given at library to school classes and visitors, with visits to schools and institutions by staff members.

During the period 1968 to date, the number of registered borrowers increased 59%. The overwhelming majority of the borrowers are blind. Availability of library service must be made known to the eligible physically handicapped. DOE Special Education Department identifies 5,000 handicapped students (adult population unknown).

Future plans for 1972-73 are to conduct a Transcribing Services Program workshop; send Transcribing Services Supervisor to the joint conference of the California Transcribers and Educators of the Visually Handicapped and the American Braille Association in March 1973; send Head Librarian to National Conference of Regional Librarians sponsored by the Library of Congress, Division for the Blind and Physically Handicapped in May 1973; begin renovation of the State Library for the Blind & Physically Handicapped, and to identify building more clearly by constructing sign posts outside the building and the main road leading to the library; begin long-range program to reach eligible non-users of the library. Hospitals, schools, Senior Citizen Center and Pacific Basin area will be surveyed. All surveys to be followed up by visits. Some of the work will be coordinated with Outreach Program and community libraries. Plans are also made to establish needed positions for State Library for the Blind & Physically Handicapped. These include a Library Assistant II for the circulating unit, and Duplicating Machine Operator for the transcribing service unit. Plans include the implementation of the Filipino and Japanese language programs, and to provide advisory assistance in the developmental reading program at Linekona School. Purchase needed audio-visual materials to be used by Linekona and other Special Education classes.

In 1973-74, plans are to complete renovations of State Library for the Blind & Physically Handicapped; to survey library needs of non-residential agencies (e.g., Special Schools and Rehabilitation Centers) servicing the handicapped; to continue long-range program to reach eligible non-users of the library; complete follow-up visit to Pacific Basin area to reach identified non-users of the library; to implement Hawaiian, Samoan and Chinese language programs; to establish needed positions for State Library for the Blind & Physically Handicapped; including a Braille Specialist for the transcribing services unit and a Librarian III for the circulating unit; to send the Head Librarian to National Regional Librarians' Conference and the Transcribing Services Unit Supervisor to Conference of the California Transcribers and Educators of the Visually Handicapped.

In 1974-75, plans are to establish needed positions for the State Library for the Blind & Physically Handicapped including an Assistant Supervisor for the Transcribing Services Unit and a Student Helper for the Circulating Unit; to complete implementation of needed foreign language programs; to establish deposit collection system for Pacific Basin area; to meet library needs of selected non-residential agencies servicing the handicapped (A-V equipment and software); to establish needed deposit collections within the State. Conduct in-service training relative to maintenance of deposit collections; and to have key staff members attend national conferences which will prove most beneficial to on-going programs.

In 1975-76, plans are to meet library needs of selected non-residential agencies servicing the handicapped; to install Wide Area Telephone Service (WATS) for faster statewide communication; to provide home service to shut-in handicapped. Coordinate with Program Outreach and community libraries in providing mini-talking bookmobile services to areas not serviced by regular library bookmobile; and to have key staff members attend national conferences which will prove most beneficial to on-going programs.

Plans for 1976-77 include the utilization of a telefacsimile machine provided under LSCA Title III Program for faster communication and information retrieval.

DESCRIPTION OF PROJECTS

THE OBJECTIVES OF the following projects are to provide quality library service by improving the procedural and technological processes of the State Library for the Blind & Physically Handicapped, and to make more quickly accessible materials in the needed media to the handicapped students, citizens and residents of this State and the Pacific Basin area.

Subobjectives and Performance Criteria	Procedures and Projected Progress	Level of Funding
Conduct a four and a half day workshop in transcribing services to inform people in the transcribing program, teachers and people in related fields of the on-going services and new developments in services offered to the handicapped. The reasons are threefold: tremendous revisions have taken place in transcribing rules, procedures and format; new techniques in training of volunteers and handicapped individuals have been developed; and new reproduction equipment, special aids and tools for the handicapped have been manufactured. Hawaii is undertaking an expanding transcribing program, but it has never conducted a statewide workshop in this service thus far. The workshop should result in more related agencies having a clearer idea of transcribing services, thus enabling them to better utilize the services for their patrons. Areas where more information and/or training required by people in the field will also be determined and recommendations made.	Three consultants who are authorities in their fields will offer informational, advisory and evaluative services. Chaired by the local supervisor of transcribing services program, plans will be completed and implemented by December 1972.	$2,339.00 (includes neighbor island participants)
Have Head, State Lib/Blind & Physically Handicapped attend National Regional Librarians' Conference sponsored by Library of Congress, DBPH. Librarian will be able to learn of new programs and projected plans of the L. of C. DBPH for Regional Libraries for the Handicapped.	Conference will be held in May 1973.	$674.00
Have Supervisor, Transcribing Services Unit attend the joint conference of the California Transcribers and Educators of the Visually Handicapped conference and the American Braille Association. This will be a valuable followup to the local workshop in the Transcribing Program.	Conference will be held in March 1973. Annually, select key staff members to attend conferences which will have direct implications on on-going programs of the Lib/Blind.	$934.00 (for two people)

Subobjectives and Performance Criteria	Procedures and Projected Progress	Level of Funding
Renovate the State Library for the Blind & Physically Handicapped to accommodate walk-in patrons or persons sent by the patrons. Have library more clearly marked for easier identification. About eight people per week currently come to the library; after completion of renovation, this number should be doubled. The purpose of converting the library is to give its patrons a greater sense of independence and ability to enjoy his public library in the same way that sighted citizens and residents can in a community library.	Begin renovation 1972-73. Completed by 1973-74.	$10,000.00
Plan to implement survey to identify eligible non-users of the library. Include non-state supported institutions and the Pacific Basin area. Work with community librarians and Program Outreach librarian as resource people.	Determine number of eligible institutions and non-users in this state and Pacific Basin area. Plan effective identification survey forms; work with State Library's Public Information Officer and Teacher Assist Center for publicity assistance. Correspond extensively with Pacific Basin area consultants. Involve resident of Pacific Basin in planning followup visit to the Pacific Basin area.	$1,992.00
	Plan and distribute questionnaries, follow up with visits to local agencies and organized groups 1972-73	
	Pacific Basin visit 1973-74	
Establish needed positions to serve the growing number of registered patrons. New programs to improve services provided to the handicapped will require additional staff with specialized skills. With all required positions filled, Hawaii's Library for the Blind & Physically Handicapped will be able to provide total library service to the handicapped in Hawaii and the Pacific Basin area. Because of this total service concept, it may serve as a model for other Regional Libraries for the Handicapped in our country.	Needed positions in priority order: 1972-73 Circulating Unit (CU) Library Assistant II	$4,732.00 (Includes equipment)
	Transcribing Services Unit (TSU) Duplicating Machine Operator	$5,484.00
	1973-74 TSU Braille Specialist (partially sighted)	$6,705.00 (includes supplies and equipment)
	CU Librarian III	$9,166.00 (includes supplies and equipment)
	1974-75 CU Student Helper II	$1,346.00

Subobjectives and Performance Criteria	Procedures and Projected Progress	Level of Funding
	TSU Assistant Supervisor	$7,318.00 (includes equipment)
	1975-76 Clerk-driver	$4,500.00
Provide cassette audio tape recordings of books, magazine articles, and other items of interest to non-English speaking handicapped residents of Hawaii and the Pacific Basin area. Except for a few tapes in the Filipino language and L-P musical records in Japanese, no materials are available for the above ethnic groups, Chinese, Hawaiian and Samoan speaking residents.	Implement Filipino and Japanese language tape program. By end of fiscal 1972-73, there will be at least fifty separate titles in each language.	$1,080.00
	By end of fiscal year 1973-74, language programs in Hawaiian, Samoan and Chinese should be well underway, volunteers designated and materials located.	
	By 1975-76, the foreign language program should become an integral part of the services offered by the Lib/Blind.	
Provide advisory assistance to Linekona School (day school for the handicapped) in their developmental reading program. Provide film loops, film strips and cassette audio tapes. Survey needs of other schools for the handicapped and provide materials on a priority basis.	Purchase A-V software to be added to a circulating collection which would be made available to all agencies serving handicapped students 1972-73.	$2,000.00
	Survey needs of special schools of entire state 1972-73. Assist in providing materials which would eventually end in pool of circulating materials to all eligible students and institutions. Long range 1972-76.	$2,000.00 annually
Install Wide Area Telephone Service (WATS) for faster statewide communication. Possibilities of utilizing telefacsimile machine to be set up under LSCA Title III will be studied. Closing the communication gap will mean speedier service to patrons scattered over a wide geographical area, and speedier information retrieval from mainland resource centers will mean speedier delivery of needed materials to all the patrons.	Install WATS line in fiscal year 1975-76.	
	Utilize services provided by the telefacsimile machine. 1976-77.	$1,242.00 annually (WATS)
Provide Home Service to the shut-in handicapped. Provide station wagon which could be converted into a mini-talking bookmobile to encourage non-users to borrow talking books. Go to areas in the state not serviced by the regular bookmobile to reach the non-users. Combine this project with Program Outreach.	Identify areas or individuals requiring home service. Purchase station wagon: 1975-76. Plan specific programs with Outreach Program by beginning of 1976-77.	$4,290.00

STATE INSTITUTIONAL LIBRARY SERVICES

Legal Reference: Library Services and Construction Act, P.L. 91-600 Sec. 2(A), Title I Sec. 102; Sec. 102 (B) (1) as amended.

GOAL: To provide quality comprehensive readily accessible library services and resources to meet the educational, vocational, cultural and recreational needs of the people of the State of Hawaii.

DESCRIPTIONS OF PROJECTS

THE OBJECTIVES OF THE PROJECTS are to be able to provide library services and resources of educational, vocational, therapeutic and recreational value to state supported residential, correctional and medical institutions and residential special schools through the refurbishing, revitalizing and maintaining of existing library facilities or the developing of new library/media centers.

PAST EFFORT AND PROGRESS: State Institutional Library Services projects were implemented in fiscal year 1969-70. The majority of the institutions either did not have any library facilities or had a collection of donated materials only. The following projects were completed or are now currently in progress:

1. Renovation or revitalization of library/media centers in nineteen institutions were completed. Three institutions have two library facilities; several have library corners only.
2. Renovation of four library/media centers are currently in progress.
3. Advisory service relative to library operation procedures, systems planning and library material selections were completed as needed or requested.
4. Library activities to encourage further resident utilization of library resources are currently being planned and implemented.

SPECIFIC TIME FRAME:

1972-73

1. Complete renovation of the four institutional libraries now in progress.
2. Survey and assess library needs of seven additional eligible residential institutions.
3. Conduct a statewide re-survey of institutions receiving state support requiring library aid.
4. Conduct a library training workshop for resident librarians of all institutions under the LSCA program.
5. Pilot project: Cooperative sharing of library resources among institutions. Indexing and retrieval system will be instituted.

1973-74

1. Complete renovation of institutional libraries undertaken in 1972-73.
2. Encourage all institutions to make library activities operational on a scheduled basis. In part, this is to encourage maximum use of library materials and facilities by residents.
3. Explore possibilities of further expansion of services or introduction of innovative programs to more adequately meet the library needs of the institutionalized.

1974-75

1. Complete development of book selection policies, workable library operational procedures and services using ALA standards as guidelines.
2. Bring holdings of print and nonprint materials in all institutional libraries as close to optimum number as possible.

1975-76

All institutions will have a librarian professional or para-professional (full or part time) or staff member with definite library responsibilities to meet the residents' library needs.

1976-77

1. All institutions will be equipped with sophisticated A-V capabilities as needed by the residents.
2. All institutions will include the library program in their operational budgets as of next fiscal year.

DESCRIPTIONS OF PROJECTS

Objective: To be able to provide library services and resources of educational, vocational, therapeutic and recreational value to state supported residential, correctional and medical institutions and residential special schools through the refurbishing, revitalizing and maintaining of existing library facilities or the developing of new library/media centers.

Subobjectives and Performance Criteria	Procedures and Projected Progress	Level of Funding
Monitor completion of the renovation or establishment of libraries in four institutions with limited or no existing library facilities.	Provide on-site monitoring of renovation and submit evaluative reports on progress. Purchasing of needed equipment and materials for one institution already completed. Four to be completed by end of 1972-73.	$9,415.00
Assess library needs in terms of equipment, materials and refurbishing of rooms to be established as library/media centers for seven additional eligible institutions. Further publicize LSCA Library aid available to qualifying institutions.	Conduct survey visits to the seven institutions. Submit report and recommendations including actual costs of projects. Coordination of library services with community librarians and volunteers will be initiated. A statewide re-survey of residential institutions for possible eligibility under LSCA program will be conducted. Begin 1972-73 Complete 1973-74	$20,559.00
Develop evaluative instruments to assess further needs, better utilization of facilities, maintenance and monitoring of on-going projects. Instrument should be able to measure the needs of the residents of all institutions serviced under the LSCA program including the patrons of the Lib/Blind & Physically Handicapped.	Conduct semi-annual or annual evaluative on-site project reviews, reader usage surveys, interviews, coordination with institutional staff or volunteers and utilization of library and community resources for implementing library activities (i.e., cultural or book related programs). Continue to purchase needed library materials for all institutions. Thirty institutions will be serviced in varying degrees by the end of 1974. Re-assessment of all institutional library needs to be conducted annually: 1972-77	Transportation and per diem costs annually $911.00 Books and A-V materials 1972-73 $13,340.00 1973-74 $13,509.00 1974-75 $13,509.00 1975-76 $15,509.00 1976-77 $16,509.00
Conduct a library training workshop for resident librarians, library supervisors or library volunteers of all LSCA serviced institutions in order to provide quality library service to the residents of these institutions. The majority of the institutions are supervised by non-library oriented staff members.	Utilize services of available professional staff and possibly one resource person from the West Coast to plan and implement a two day workshop on Oahu which would include a tour of selected LSCA serviced institutions. Emphasis on workshop will be placed on daily operational procedures and providing of	

Subobjectives and Performance Criteria	Procedures and Projected Progress	Level of Funding
	reference and interloan services utilizing resources of community libraries. Plan 1972-73 Implement before end of 1973.	$896.00 (includes neighbor island participants)
Provide institutionalized students and staff that services them ready and maximum availability of print and non-print materials through the development of a cooperative system for the organization and retrieval of materials in these institutions. No similar cooperative system in work with special students is currently in operation in Hawaii.	Assess needs, availability of resources, identification of resources at each participating institution and select workable method and implementation of system. Identification of the resources are being completed by the institutional teachers. Pilot project: 1972-73	$2,000.00
Establish a full-time Librarian III position to service LSCA funded institutional libraries (on contract basis if necessary).	Librarian will monitor, train resident librarian, and provide library services as required by the residents. To be hired as soon as local state freeze on positions is lifted.	$8,508.00
Fund a correctional institution librarian position to be matched with state funds by the Social Services Department. (Pending approval by the Social Services Department). Only three institutions have full time librarians. Current institutional library supervisors are not geared to providing in-depth library service to residents. A full time floating librarian can train and supervise resident librarians.	All possible sources for funding this position will be explored. As soon as possible.	$4,254.00

LIBRARY SERVICES FOR THE DISADVANTAGED IN URBAN AND RURAL AREAS

Legal Reference: Library Services and Construction Act, P.L. 91-600 Title I Sec. 102 (A) (2) (B) (III) as amended.

THE SETTING

Libraries have always been educational institutions, serving recreational and informational needs.[1] The needs of our communities in Hawaii and on the U.S. mainland, however, have changed a great deal and are such that our traditional library programs appear to be no longer meaningful to a large proportion of our population. (63% identified as non-users of libraries in 1967 survey conducted by Booz, Allen, and Hamilton.) There is need, then for the library to redefine its role so it can be more responsive to today's needs.[2] The library need not forego its traditional goals; rather, it can and should adapt these goals of providing educational, recreational and informational material to fit the distinctive needs of each community.

In order to do this, the library must . . . learn to live with both the community and other groups serving it. Librarians and the library need to be a link in the community between their resources and the needs and problems of the community.[3] Further, the librarian should become a central factor in the communication of knowledge.[4] It is possible for us to show how libraries, library materials including multi-media and adult education, as promoted through the library, can still be an effective form of education.[5] The public library can stimulate the self-education process which has tremendous possibilities for "easing burdens, opening employment opportunities, and enriching the lives of the residents of the area."[6]

Few community action and other community agencies, public or private, think of the library as a resource and vehicle for change.[7] For example, Model Cities and the Office of Economic Opportunity do not mention libraries in their documents relating to resources in the community. This is not surprising as it indicates that library services, as presently provided, do not meet the needs of the disadvantaged being assisted by the forementioned agencies.

Hawaii's disadvantaged are those members of our community who, because of their lack of educational attainment, their low socio-economic level, their cultural and linguistic isolation from the community at large, and advanced age and physical isolation from the library services, have been prevented from receiving the benefits of library service which were originally designed for persons without such disadvantages.

A large number of our disadvantaged are those alienated from society due to the results of extreme poverty. The disadvantaged poor include all age groups, a number of ethnic groups, and those with limited educational attainment. Poverty stricken areas within which these poor live are characterized by: 1) physical deterioration—substandard housing, 2) social disorganization—the delinquency and crime rate are generally much higher than less impoverished areas, 3) economic incompetence—extremely low annual incomes, unemployment, and welfare assistance, 4) attitudes of indifference to and/or suspicion of traditional institutions such as the library, and 5) cultural—their lifestyle places them in a different cultural pattern from that of middle class Americans.

The Labor Department defines a disadvantaged individual as "a poor person who does not have suitable employment and is either: a school dropout, a member of a minority, under 22 years of age, 45 years of age or older, or handicapped."[8]

The poor are beset by innumerable problems, which, topped by a lack of education, generally results in defeatist attitudes regarding their ability to break the cycle of poverty.[9] If it is to foster the continued economic, social, and cultural development of Hawaii, an objective identified by Booz, Allen, and Hamilton in their 1967 survey of libraries in Hawaii, the public library needs to study and experiment with ways of reaching and assisting the poverty stricken in urban and rural areas.[10] Libraries can stress the importance of reading not as an end in itself but as a means to "communication, and self-reliance, and real education."[11] Libraries can serve a role as communicator, as brokers in ideas devoted to communication at all levels, based on using all media, and built on the neighbor and community library.[12]

The library needs to, in addition, be knowledgeable about the objectives and programs of service of other organizations and agencies serving the disadvantaged, such as the Department of Social Services and Housing, and seek means of collaborating with programs and/or activities in order to best plan and implement library and social work services to the disadvantaged.[13] Among social problems being handled by the Department of Social Services and Housing are marital discord, school related adjustment, job related adjustment, child abuse and neglect, homemaker services, and financial management. The Department of Social Services and Housing is, in its efforts to "enable individuals and families to become independent, well-adjusted, and socially effective members of society", providing general support to several programs, one of which is the Progressive Neighborhoods Program (PNP) (through Act 299).

The Program has, among its objectives the alleviation of problems in education (reduction in the dropout rate), employment (decrease the number of unemployed and underemployed), and health and welfare (decrease the number of people in need and eligible but not receiving health and welfare services because of lack of knowledge and/or lack of accessibility).[14] The Human Services Center Program, another portion of the Progressive Neighborhood Program, has as its major function the "redeployment of intergrative human services into interdisciplinary teams to enable each family or individual to make optimal use of available services, both public and private, to achieve or sustain economic and/or social self-sufficiency." (These interdisciplinary teams are established in neighborhood facilities for easy accessibility and availability to residents.)[15]

Public libraries can serve as a supportive agency in the Right to Read program. In 1966 there were 46,500 illiterate adults in Hawaii 25 years of age.[16] In the Model Neighborhood Areas many persons are handicapped in achievement. Nearly 35% of all MNA resident adults (25 years of age or older) had an eight grade education or less. This compares unfavorably with 21% for the rest of Oahu. Apart from a few unskilled jobs, most available employment requires specific learned skills and a higher level of basic education. Typically, the unemployed job seeker has been a school dropout and will have difficulty earning a good income until he builds up his skills through education. Persons in MNA have become interested in extending their education through attending the Adult Education Centers run by Model Cities.[17]

The public library needs to collaborate and coordinate close efforts with Adult Education efforts such as these in order to reduce duplication of efforts, but primarily, to serve as a supportive agency to other community efforts to combat illiteracy.

Other disadvantaged include ethnic groups—those isolated from the rest of the community due to their culture and inability to speak, read, and write English. As a result of the immigration of large numbers of Chinese, Japanese, Filipino, and Portuguese laborers, Hawaii has a broad diversity of ethnic groups. These and other groups are identified through the following percentages based on the Census tract data by race from the 1970 Census of Population: (DPED 2/9/72)

1) Whites	38.8%	of	state	total
2) Japanese	28.3%	″	″	″
3) Filipinos	12.2%	″	″	″
4) Hawaiians	9.3%	″	″	″
5) Chinese	6.8%	″	″	″
6) Miscellaneous (largely Samoans)	2.4%	″	″	″
7) Koreans	1.1%	″	″	″
8) Negroes	1.0%	″	″	″
9) American Indians	0.1%	″	″	″

From 1966 to 1970 25,800 immigrants from the Eastern Hemisphere chose Hawaii as their residence. As of March 15, 1971 there were 57,187 aliens. There is also an estimated

13,000 Samoans who are mostly American Nationals and are not subject to immigration restrictions.[18]

In July 1970 the Health and Community Services Council of Hawaii conducted a study of immigrant and alien resident problems and services . . . and concluded that existing services or potential resources for service are available to meet the problems of immigrants and alien residents of Hawaii. The Council study noted that rather than a lack of services, "there appears to be insufficient coordination in the delivery of services, a limited amount of creative experimentation on program content, and a weakness or absence of methods designed to reach and involve the immigrant in the planning and use of services."[19] The Health and Community Services Council further identified the needs for developing and strengthening the functions of coordination, information and referral, program development, and evaluation.[20]

Also in July 1970 the Legislature appropriated $50,000 for the Commission on Manpower and Full Employment to establish the State Immigration Service Center as a pilot project. The following were identified as objectives for the center: 1) Assist and coordinate the efforts of public and private agencies in providing services to immigrants and non-English speaking residents, (p. 4) 2) Provide information on the varied services available in Hawaii and refer the immigrants to appropriate agencies, 3) Encourage local and ethnic groups and community organizations to develop programs for immigrants and their families, 4) Compile information concerning immigrants and conduct or contract for studies on problems faced by them, 5) Gather and compile simplified factual information to aid the prospective immigrant and his sponsor in complying with U.S. Immigration and related laws, and to develop a suitable orientation program for the immigrant, before departure from his country of origin and upon reaching Hawaii, 6) Serve as liaison on immigration matters of broad community concern, as well as individual problems on immigrants, and 7) Make recommendations to the administration, the Legislature and community organizations for improving services to immigrants.

In the overall plan of the State Immigration Service Center, the Director was authorized to create task forces to deal with specific problems as the need arose. The Center was also authorized to initiate collaborative efforts with other public as well as private agencies to respond to unmet needs. The various task forces have identified many problem areas in which libraries can cooperate and collaborate with the State Immigration Service Center and other agencies to assist our immigrants and alien residents. Some of the problems identified were: lack of housing, high incidence of active tuberculosis among the foreign born, and those of the Samoans.[21]

Those isolated from regular public library services due to physical distance from community libraries or due to infirmaties of age or ill health are also disadvantaged and are in need of special library services. Although bookmobiles generally cover areas not serviced by community libraries, there are still many persons who have not responded to bookmobile services. These individuals, the shut-ins and the aged, need to be identified. Their needs also need to be identified, especially those of the aged whose handicaps or disadvantages are great, e.g., physical handicaps, health, housing, transportation, financial, and personal problems accompanying their age. The Department of Social Services and Housing's Program Plan Details for PPB for 1971-1978 identifies as its program objective: "to enhance program efficiency and effectiveness by sponsoring research and analysis on the problems of the aged, by coordinating programs, and by recommending changes to programs and laws regarding the aged."[22]

The Department of Social Services and Housing, in addition, stresses the importance of providing such "characteristic data and information of Hawaii's elderly" in order to assist the Commission on Aging in its efforts to plan, analyze and recommend programs for the elderly in an orderly and realistic way.[23] Library efforts to assist the elderly should accordingly be closely coordinated with the Department of Social Services and Housing and the Commission on Aging. Their Aid to the Aged, Blind, or Disabled Program is the third largest program administered by the Department of Social Services and Housing. The Program assists 4,781 individuals and accounts for some $6.2 million per year in program costs. The AABD program is federally supported and serves the aged (over 65), the blind (legally defined and medically certified), and the permanently and totally disabled (medically certified) who meet the State's standards of need with regard to financial resources. The latter two programs are being assisted through library services by the State Library for the Blind and Physically Handicapped.[24]

FUNCTIONS

THE FUNCTION OF Program Outreach is to assist in the development of the program which will attempt to take the library to the community in areas and by services not provided by the established organizational pattern. Program Outreach, an adjunct of Special Library Services of the State Library Branch, has the responsibility to plan and implement programs on a statewide basis to serve individuals and groups with special needs. Booz, Allen, and Hamilton have identified for priority attention the need to develop "expanded and more agressive library services to groups, particularly those not currently considered regular library patrons . . . (as) an integral part of the 'Operation Outreach' project."[25]

The Program Outreach staff consists of the Coordinator and a Typist II. The Coordinator, a Librarian V, is directly responsible to the Director of the State Library Branch, whose position is that of Deputy State Librarian and who reports directly to the State Librarian. The Coordinator's major responsibilities are to assist in the statewide development of Program Outreach and to serve as the liaison between the library and projects assigned.

With the acceptance by HEW (Health Education & Welfare), Office of Education, Washington, D.C., of Hawaii's Basic State Plan, Program Outreach has received support funding and direction regarding the target group for which it will be providing services.

Through LSCA, Title I, Program Outreach will concentrate its programs and activities on the needs of "disadvantaged persons . . .persons who have educational socio-economic, cultural, or other disadvantages that prevent them from receiving the benefits of library services designed for persons without such disadvantages and who for that reason require specially designed library services.[26]

The State of Hawaii has, in accepting Hawaii's Basic State Plan, recognized and asserted its responsibility to provide library services to the disadvantaged. Persons in low socio-economic groups are beset by innumberable problems, which, topped by a lack of education, generally results in defeatist attitudes regarding their ability to break the cycle of poverty.[27] Ethnic groups, the homebound or otherwise handicapped persons not in institutions, and senior citizens are also included in the definition of disadvantaged persons. The problems of persons in low socio-ecnomic groups generally speaking, however, seem more severe, as due to a lack of education and differences in life styles from the middle class, the poor do not have resources to help themselves and will accordingly need assistance beyond what is available through the Five Year Long-Range Plan.

Program Outreach, through its basic function of instituting innovative programs, can help the library redefine its role to be more responsive to today's needs. The Outreach general program goal to reach the disadvantaged is two-fold: it is both developmental and operational. Our goal is developmental in that we will be designing, developing, and testing an approach and/or a set of techniques and materials which can be recommended to community libraries as having value in reaching the disadvantaged and in working in conjunction with community agencies which provide services to the disadvantaged. Our goal is also operational in that direct service will be provided the disadvantaged in the course of testing the approach, techniques, and materials to meet the special needs of the disadvantaged.

GOAL

THE GOAL of Program Outreach as related to the statewide goal is to provide adequate library services to every resident in the State of Hawaii. The definition of "every resident" includes the disadvantaged who have been identified in the 1967 Booz survey as non-users of libraries. More specifically, however, the goal of Outreach is to reach all users and non-users who are "disadvantaged" as defined in the Basic State Plan. The role of Program Outreach is to assure that those "disadvantaged" who may or may not have sought library services are given the opportunity to discover that reading is a basic right and that libraries exist with other institutions to serve man—"to help him fulfill himself" and "to foster the full realization of (his) individual potentialities."

OBJECTIVES

THE OBJECTIVES of services to the disadvantaged are to continue to identify the disadvantaged population and their geographical location; to identify the needs of the disadvantaged and means by which we can begin to assist them through library services in collaboration with community agencies already serving them; to provide and/or develop a wide variety of materials and programs and/or approaches which will meet the interest, special needs, and be helpful in improving the overall quality of life of the disadvantaged (e.g., vocational, educational, recreational, practical living materials and/or programs); to share with library staff and other community agencies information relating to demonstration projects and/or experiments in order to stimulate the development of innovative projects on a local level in order to reach greater numbers of our disadvantaged residing in areas serviced by branch libraries; to provide in-services and orientation training through the strenghtening of State Library Agency Program for Branch and Regional Librarians and/or Technicians serving in this capacity, Outreach personnel, and volunteers and/or "indigenous staff" through the Concentrated Employment Program, etc., to develop a Neighborhood Information Center and Referral Service for the purpose of demonstrating the link between total library resources and the problems and needs of the people in our communities.

SUBOBJECTIVES AND/OR PROCEDURES relating to Services to the Disadvantaged include: to identify the disadvantaged and their geographic locations through research of city, state, and federal documents; to coordinate planning, sharing of information, and implementation efforts with branches on Oahu and the neighbor islands; and to collaborate and coordinate efforts with agencies serving the disadvantaged—such as the Department of Social Services and Housing, State Immigration Service Center, Model Cities, O.E.O., Health and Community Services Council of Hawaii, Office of Instructional Services, DOE, etc.

The needs of the disadvantaged must be identified by making direct contacts with persons and/or organizations in target groups and areas; and close coordinative and collaborative efforts with social and other agencies; and continue to develop Outreach reference collection.

It is a subobjective to provide and/or develop materials and programs and/or approaches; to take services to where the disadvantaged are by utilization of a small van; to identify constraints to use of existing library facilities and attempt to remove as many of these as possible; to encourage the interest, participation and support of target groups in target areas. Establish advisory groups for at least some of the projects using "indigenous personnel"; to provide meaningful variety of materials including paperbacks, A/V equipment and software, and plan programs and/or activities according to the interests and needs of the target group; to seek cooperative relationships with other social agencies and target groups in planning programs and identifying materials, and obtain publicity through mass media.

Other sub-objectives include the sharing of information relating to demonstration projects and/or experiments through distribution of written reports and workshops; to provide in-service training Health and Social Agencies, and Model Cities. Agency resources to set up experimental facilities, etc. are more readily available on Oahu. Neighbor island needs are to be identified somewhat through Outreach workshops held in late 1971 and early 1972 and to be considered in subsequent program planning.

TARGET AREAS

KALIHI-PALAMA was chosen as the urban target area, because the greatest number of Oahu's low income families are living in the area. Population—30,041; rest of Oahu—576,410. Total cases receiving public assistance—2,221. These cases are comprised of 2,551 adults and 3,924 children with total assistance of $340,725.29.[29] There are six public housing projects which serve concentrated low-income families in this area. Delinquency, illegitimacy, welfare dependency and deteriorated, dilapidated, overcrowded housing characterize this high density area. Two major programs assisting low-income groups are providing active services in this area: Model Cities and Honolulu Community Action Programs. The two community libraries in the area—Kalihi-Palama and Liliha Libraries have been actively involved in reaching into the Kalihi-Palama community. Involvement efforts with the community have been hampered, however, as the need to man the branches seriously limits the time available to staff, to make community contacts, and follow through with creative programs and/or collections to encourage the use of our branches in the area.

Kalihi-Palama possesses a youthful population (42.9% under 17 as compared with 39.8% for Oahu); a predominant ethnic group and/or orientation in order to assist support staff to begin to break through the wall of suspicion and misunderstanding dividing library staff and the disadvantaged by means of regional workshops involving library staff, social agency representatives, persons from disadvantaged neighborhoods; to assist support staff to develop and extend a "full people-oriented library program" and to utilize situation by disseminating information regarding innovative experiments or projects.

Additional subobjectives are to develop the library as a Neighborhood Information Center and Referral Service in order to develop a community resource file to assist residents of neighborhood to locate services and opportunities open to them; to coordinate efforts to assess, acquire, and/or develop materials with Model Cities, O.E.O., Home Extension Agents, Consumer Office, etc.; to learn from residents and organizations in target areas and groups regarding the interests and needs of the disadvantaged; and to make available documents and other municipal information usually available only at City Hall, and current materials generated within the community and/or information relating to public services.

The major target area for the program is Oahu. Other target areas include Kalihi-Palama and Waimanalo. Oahu was identified as the major target area of the State of Hawaii, because nearly 80% of the statewide untapped potential for library services is on Oahu. Community resources are more readily available than on the neighbor islands. For example: the University of Hawaii School of Library Studies, (Japanese: 35.4%, and Part Hawaiian: 22.5%. Oahu-wide, the leading race is Japanese 29%, Caucasian 25.1%, and Part Hawaiian 17.4%). Significant proportions (15.4%) did not go beyond the fourth grade, compared with 7.9% for the entire island. Only 8.6% of those surveyed in the area completed at least one year college, while the all-Oahu percentage was 22.6%. In case load per thousand population, Kalihi-Palama ranks as much as five times greater than the Oahu average for welfare programs involving economic assistance. A portion of the area had the worst record on Oahu for juvenile arrests (433) for both serious and minor crimes. (As reported in the Honolulu Police Statistical Report of 1963).

WAIMANALO, Census Tract #113, was chosen as the rural target, because of it's isolation. The area does not have regular access to library services except on a weekly basis through bookmobile stops in the following areas: Waimanalo School, Waimanalo

Post Office, Humuniki Street, and Humupaa Street. The area has no high school; students of high school age are transported to Kailua High School. Waimanalo was selected as one of the 13 Community Action Program target areas on Oahu, because 9.1% of all families have incomes below $3,000 annually, compared to 7.6% of all Oahu families within the same income bracket. It has a higher percentage of families receiving assistance from the Department of Social Services for persons under 21 years of age and for residents over 65 years of age. Daily absences from elementary school (8.2% average) is more than double the Oahu norm.

Almost half of the adult residents have less than 8 years of schooling. The area ranks fourth highest among the 13 target areas on Oahu in Part I crimes which consist of the more serious offenses including murder, rape, manslaughter, robbery, aggravated assault, burglary, larceny and auto theft. It also has an unfavorable ranking of high infant mortality rate, with only 3% of the 13 target areas showing a higher rate. In housing, 36.4% of its structures are rated "substandard" compared to 38.9% for the Oahu norm. Much of the housing in the area is under the Hawaiian Housing Authority Act. Housing made available to citizens with one-half or more Hawaiian blood at a cost of only $1 per year.[30] Waimanalo has a lack of resources.

Other areas such as Kalihi-Palama and Nanakuli have numerous agencies serving the area, including Model Cities; but Waimanalo is not included in the Model Cities area. The Human Services Center, the Honolulu Community Action Program, and the Educational Task Force are the major agencies active in the area. Funds have been made available for a community-school library facility to serve the area. As the area residents are not accustomed to utilizing the resources in the community and the library in particular, a project in this area would serve to assist them to become acquainted with our services and, hopefully, to motivate them to use the library upon its completion.

FUNDING

THE LEVEL OF FUNDING for the project is $60,000 through state and federal funds. Part of the Long-Range Plan is to evaluate, update and validate the Long-Range Plan. Also, increments will need to be adapted and revised annually on a statewide needs reassessment basis.

FIRST INCREMENT:

1. Request positions for Program Outreach staff support in next biennium (1973-75).
2. Use indigenous staff support.
3. Pilot Projects in following areas:
   a. Kalihi-Palama:
      1) Kalihi-Palama Library
      2) Liliha Library
   b. Waimanalo:
      1) purchase and use of van
      2) Kaneohe bookmobile
4. Major considerations in pilot projects:
   a. Identification of materials and/or programs to meet interests and needs of the disadvantaged.
   b. Take the library to where the disadvantaged are.
   c. Involve the disadvantaged in the planning, obtaining, and implementing library materials and programs.
   d. Plan for innovative and effective communication links to reach the disadvantaged.
5. Request in next bienium yearly trips: Hawaii, Kauai, Maui and Oahu, to identify with the Regionals the disadvantaged: who they are, where they are, and what their needs are.
6. Plans to be submitted to training specialist for in-service training workshops by Regions: e.g., Oahu, Hawaii, Kauai, and Maui.
7. Begin efforts to develop concept of the library as a Neighborhood

Information Center and Referral Service.

8. Develop Outreach reference collection.
9. Assess library needs of disadvantaged in Waianae.
10. Evaluate, up-date and validate Outreach long-range plan.

SECOND INCREMENT:

1. Rejustify positions if disallowed.
2. Evaluate use of indigenous staff support and adapt as necessary.
3. Continue pilot projects.
4. Continue to focus on major considerations in pilot projects identified in first increment.
5. Begin second year of visits to neighbor islands and Oahu to identify the disadvantaged through coordinative efforts with the Regionals. Begin to fill in framework with statistics regarding each region's disadvantaged.
6. Continue in-service training workshops utilizing community groups, leaders and agency resources to develop and extend a "full people-oriented library program".
7. Continue efforts to devote the concept of the library as a Neighborhood Information Center and Referral Service.
8. Continue to develop Outreach reference collection.
9. Begin pilot project in Waianae and on neighbor islands.
10. Disseminate information relating to pilot projects efforts of previous year.
11. Evaluate, up-date and validate disadvantaged long-range plan.

THIRD INCREMENT:

1. Continue pilot projects.
2. Continue to focus on major considerations in pilot projects identified in first increment.
3. Evaluate suitability of materials which have been utilized successfully with our target groups in target areas, for possible inclusion with ongoing statewide acquisition process.
4. Evaluate suitability of audio-visual materials utilized in experiments for possible application with the public library system.
5. Coordinate with other social agencies in providing materials and programs through use of the van.
6. Evaluate progress made on developing the concept of the library as a Neighborhood Information Center and Referral Service in terms of materials acquired, resource file developed, etc. Strengthen efforts to acquire more useful materials available locally and through state agencies. Determine kinds and varieties of materials which need to be developed or adapted to meet the needs of target groups in target areas. Begin to implement in branches upon approval of Director of Public Libraries Branch.
7. In-service training workshops to include feedback to and from branch librarians regarding progress made on the implementation of the concept of the library as a Neighborhood Information and Referral Center. Also feedback and involvement of innovative "Outreach" activities implemented at branch libraries.
8. Continue to implement pilot projects on neighbor islands and Oahu.
9. Strengthen and review progress of on-going projects.
10. Continue to develop Outreach reference collection. Involve other community agencies in order to develop a special collection which will serve their reference needs in serving the disadvantaged.

11. Disseminate information relating to pilot project efforts of previous year.
12. Evaluate, up-date and validate disadvantaged long-range plan.

FOURTH INCREMENT:

1. Continue pilot projects in Waimanalo and concentrate on the Waianae area. Continue to experiment with the van in close coordination with the Leeward Bookmobile schedule and program of activities.
2. Expand or terminate projects to disadvantaged areas as identified.
3. Continue to develop the library as a Neighborhood Information Center and Referral Service.
4. In-service training workshops to continue to focus on programs and/or activities based on progress made in areas of multi-media, materials for the functionally "illiterates" and the foreign-born, and the progress being made on the library concept mentioned in item 3.
5. Systematically consolidate information obtained from Regional libraries on neighbor islands and Oahu to describe who the disadvantaged are, where they are living, and what their needs are.
6. Disseminate information relating to pilot project efforts of previous year.
7. Continue to develop Outreach reference collection. Adapt to needs of social agencies in community serving the disadvantaged.
8. Evaluate, up-date and validate disadvantaged long-range plan.

FIFTH INCREMENT:

1. Shift use of van to other areas as needed.
2. Disseminate information relating to pilot projects of previous year.
3. In-service training workshops to evaluate progress made by individual branches to provide innovative activities to develop and/or extend the concept of the library as people-oriented, to review statewide pilot efforts, etc. and generally to review our statewide Outreach goals and objectives and how closely we have begun to implement them. Evaluate and identify areas which need to be developed further in our attempts to assist the disadvantaged. (Utilize information obtained through coordinative efforts with neighbor island and Oahu Regional Librarians) Evaluation of responsibility of library education programs to emphasize the role of the library as an instrument of change.
4. Continue to develop Outreach reference collection.
5. Evaluate, up-date and validate disadvantaged long-range program.

The procedures needed to implement these objectives are a use of "user survey"—regarding usefulness of materials and helpfullness of staff; a library staff "survey"; a community organizations "survey"; and other agencies serving the disadvantaged. Evaluations are needed of materials and programs and/or activities relating to the users' point of view and in terms of proportion of target groups reached. Materials and programs should reflect an understanding of the special needs of the disadvantaged, e.g., reading level, interest, special needs (e.g., large print, foreign materials, tapes, etc.) and materials helpful in improving the overall quality of life and/or self development efforts.

Evaluation will be a continuous process and resulting information on success or failure will be disseminated. Compile information on the value characteristics of the disadvantaged as contrasted with middle class values.

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TITLE II PROJECTS

CAPITAL IMPROVEMENT PROJECT PLANS

Legal Reference: Library Services and Construction Act I, Title II, Sec. 201, 202, 203 as amended.

BASIC LIBRARY NEEDS

Libraries traditionally serve a wide variety of specific user requirements. The requirements fall into three broad catagories of user motive for library use: educational (both formal and informal users), informational (preference to meet requirements for vocational, avocational or other demands), and recreational (providing materials for the enjoyment of the general public).

The Community/School Library operation for rural and small communities will continue to receive support from the Office of Library Services in planning, implementing, monitoring and evaluation of the effectiveness of its program.

Past experiences find Hawaii's community/school libraries have worked well providing specific advantages:

1. The combined facility has larger reading rooms and book collections.
2. Duplication cost of two separate libraries is saved.
3. Parents use the facility when they drop off or pick up their children at school.
4. The combined facility offers better hours to the community at less cost.
5. The community/school library replaces small substandard facilities.

The projected needs for the next six years beginning with the 1972-73 fiscal year are: a new Hawaii State Central Facility, Laupahoehoe Community/School Library, Hawaii Kai Library, Koloa Community/School Library, Lanai Community/School Library, Kauai Regional Library, Hawaii Regional Library, Holualoa Library, Library for the Blind & Physically Handicapped, Keaau Community/School Library, Waimea Community/School Library, Naalehu Community/School Library, Waiakea Community/School Library, Nanakuli Community/School Library, Hana Community/School Library and Moanalua Library.

The long range plan for construction provides for the planning of evaluations, so that data received can be utilized in the modification of existing plans and the generation of new plans. The long-range program for CIP under the Library Services and Construction Act will be validated and updated annually.

PROJECTS

THE HAWAII STATE CENTRAL FACILITY is considered to have first priority within the framework of the Long-Range Plan.

Evaluation of existing facilities and needs indicate that a new, centralized structure is needed to house the Office of Library Services administrative and support branches. In most instances existing facilities, inadequate even for present purposes, do not provide for cultural and historical activities, showcase collections for children and young adult users, or areas capable of storage and retrieval of library materials. Space deficiencies, such as these in central facilities presently, cause work inefficiencies and seriously impair the growth and development of a central library system. Central program and service activities have only 64% of the space required to meet existing needs. The most critical needs for additional space exist in the: Hawaii Library Resource Center, instructional media services area, federal and state documents depository and service areas, Hawaii and the Pacific collection, central book and media processing area, and reprographic, production and distribution area.

To support further development of central programs and services, increases in both staffing and collection sizes have been recommended. By 1980, total collections to be housed in the central facility should be enlarged to approximately 500,000 items. In the same period, the total staff working in the central facility should have grown to approximately 400. Facilities inadequate to house existing levels of service obviously are not suited to meet requirements of future expansion of programs and services.

Preliminary studies suggest a need for a Central Facility of 350,000 square feet. This facility would include the State Librarian's Office, Administrative Services Branch, Public Libraries Branch, School Libraries and Instructional Materials Branch, the Teacher Assist Center, Centralized Processing Center, and the State Resource Center. It is assumed that state owned land would be used. Costs for planning and construction are estimated at approximately 15 million dollars. Consideration has been given to locating this central library facility on the Linekona School site facing Thomas Square. The Thomas Square area is within the Civic Center and in close proximity of the Department of Education and most State government agencies. Location in this area would provide good relation to cultural activities in Honolulu and aid in serving the State Library functions related to government and education.

In addition to components of the Office of Library Services, an additional 23,000 square feet will be included to house the Honolulu District Offices.

	Number of Persons	Square Feet Requirements
Office of Library Services	428	351,273
Honolulu District Offices	47	23,000
Total	475	374,273

The LAUPAHOEHOE COMMUNITY/SCHOOL LIBRARY project is currently under construction and scheduled to be completed in September 1972. The community/school library is located on the campus of Laupahoehoe Elementary & High School campus in the town of Laupahoehoe, Hawaii. The facility will be equipped with total media and temperature and humidity control. The library will service the school, the town of Laupahoehoe and two neighboring towns.

The C/S library will be 8,000 sq. ft. to service a student population of 500 and a population of approximately 1,881.

Since the facility is situated on State property, no land acquisition is necessary. Estimated total cost of construction is approximately $600,000. LSCA Title II funds are included in project cost.

The HAWAII KAI LIBRARY will be located within the Hawaii Kai community, Hawaii Kai, Oahu. The facility is envisioned to be a 13,380 sq. ft. facility with total media and temperature and humidity control. Hawaii Kai is a growing community of approximately 16,000 and the library will be located across the street from the shopping center on the corner of Lunalilo Home Road and Kaumakani Street. A land area of 30,000 sq. ft. was purchased by the State for $90,000. The total cost of land acquisition and construction is estimated to be $943,000. This facility does not anticipate any federal assistance from LSCA Title II funds.

The KOLOA COMMUNITY/SCHOOL LIBRARY will be located on the campus of Koloa School on the island of Kauai. A new 7,500 sq. ft. community/school library with total media and temperature and humidity control, it will serve a school population of 540 and a community of 3,141. The community is currently serviced by a bookmobile twice per month. Since the facility is located on State property, no land acquisition is necessary. Estimated total cost of construction will be $550,000. Project anticipates use of LSCA Title II funds.

LANAI COMMUNITY/SCHOOL LIBRARY will be located on the campus of Lanai High & Elementary School campus, Lanai City, Lanai. A new C/S library to serve the school and residents of the island of Lanai. The project is envisioned to be a total media, 7,500 sq. ft. facility with temperature and humidity control to service a student population of 650 and a community of approximately 2,300. The community library needs are presently serviced from a small rented building owned by the Dole Pineapple Company.

Since the facility will be situated on State property, no land acquisition is necessary. Estimated total cost of construction will be in the neighborhood of $500,000. Project anticipates use of LSCA Title II funds.

Renovation is to be made at the KAUAI REGIONAL LIBRARY in Lihue, Kauai. Renovation to include installation of a protective enclosure in the Hawaiiana Room to house a rare book collection. A rare Hawaiiana Collection to be donated to the library by Miss E. Wilcox and family. The estimated commercial value of the rare collection is in excess of one million dollars.

Office of Library Services plans to utilize FY 1971 carryover funds with matching State funds for this project.

Renovation is to be made in the basement of the HAWAII REGIONAL LIBRARY in Hilo, Hawaii. Renovation to include installation of temperature and humidity control in the basement work area. The work area is partially below ground level and provides inadequate ventilation.

The Office of Library Services plans to utilize FY 1971 carryover funds with State matching funds for this project.

Renovation is to be made at the HOLUALOA LIBRARY in Holualoa, Hawaii. Renovation to include installation of temperature and humidity control and paving one side and back of the building. The Holualoa area is humid and wet during the year. The Office of Library Services plans to utilize FY 1971 carryover funds with matching State funds for this project.

Renovation is to be made to the LIBRARY FOR THE BLIND AND PHYSICALLY HANDICAPPED located in Honolulu, Oahu. The renovation to include expansion of stack area, browsing area, listening and recording areas and a small conference room for the staff and public use.

The Office of Library Services plans to utilize FY 1971 carryover funds with State matching funds for this project.

The KEAAU COMMUNITY/SCHOOL LIBRARY is to be located on the island of Hawaii in the Puna District. It is a new community/school library to be constructed on the Keaau School campus. The project is envisioned to be a total media 5,500 sq. ft. facility with temperature and humidity control to serve a community of 1,650 and a school population of 358. The community is currently serviced by a bookmobile.

Since the facility will be situated on State property, no land acquisition is necessary. Estimated total construction cost should be in the neighborhood of $400,000.

The WAIMEA COMMUNITY/SCHOOL LIBRARY is to be located on the island of Hawaii in the South Kohala District. A new community/school library is to be constructed on the Waimea School campus. The project is envisioned to be a total media 8,000 sq. ft. library with temperature and humidity control to serve a community of 2,500 and a student population of 496. The community is currently serviced by a small 805 sq. ft. library with a volume capacity of 2,500.

Since the facility will be situated on State property, no land acquisition is necessary. Estimated total cost of construction should fall in the neighborhood of $500,000.

The NAALEHU COMMUNITY/SCHOOL LIBRARY is to be located on the island of Hawaii in the Ka'u District. A new community/school library is to be constructed on the Naalehu School campus for a community of 1,600 and school population of 311. As the Ka'u coast will be developed into a major tourist area with the town of Naalehu as the major area to house support personnel, the community is expected to undergo substantial population growth within the next 10 years. At the present time, a small space is being rented in a store to provide library service twice per week.

The proposed community/school library is envisioned to be approximately 8,000 sq. ft. with total media and temperature and humidity control. The cost of construction should be in the neighborhood of $500,000.

The WAIAKEA COMMUNITY/SCHOOL LIBRARY is to be located on the island of Hawaii. A new community/school library to service, aside from the community, an educational cluster of two elementary and one junior high school. The facility is envisioned to be approximately 30,000 sq. ft. with total media and temperature and humidity control to service a community of 15,000 and a school population of 3,600.

The facility will be located on State property and no land acquisition is necessary. Estimated cost of the construction is $1.7 million.

The NANAKULI COMMUNITY/SCHOOL LIBRARY is to be located on the island of Oahu in the Waianae coast area. The Waianae coast is considered a disadvantaged area with incomes ranging generally in the middle and the lower levels with a fairly large percentage of families receiving State financial aid. The population has grown steadily since 1960 and it is estimated that in the next 20 years, the school population will increase from 8,100 to over 14,000 students. The most pronounced growth was in Nanakuli and Maile.

A new community/school library is to be constructed on the Nanakuli High School campus. The facility is planned to be a 10,000 sq. ft., total media library with temperature and humidity control to service a community of 7,100 and a student population of 1,150.

The facility will be located on State property and no land acquisition will be necessary. Estimated cost of construction is $800,000.

MOUNTAIN VIEW COMMUNITY/SCHOOL LIBRARY—Project currently under consideration and review. Feasibility study is being coordinated with Facilities Branch, Department of Education; Hawaii District Office, Department of Education; and the Hawaii School Advisory Commission.

LAHAINA COMMUNITY/SCHOOL LIBRARY—Project currently suspended pending site location and facility planning of proposed elementary-intermediate educational cluster.

The HANA COMMUNITY/SCHOOL LIBRARY is to be located in Hana on the island of Maui. At the present time there is no library in Hana, and a bookmobile from the town of Kahului, 50 miles away, services this isolated community. A community/school library approximately 8,000 sq. ft. with total media and temperature and humidity control will serve the community of 1,000 and a student population of 242.

Since the facility will be located on State school property, no land acquisition cost will be involved. The facility is estimated to cost approximately $500,000.

KALAHEO COMMUNITY/SCHOOL LIBRARY—Initially a school library and programmed by DOE Facilities Branch. Status of the library changed to community/school library. It is anticipated that this project will be included in the Office of Library Services Budget.

The MOANALUA LIBRARY is to be located on the island of Oahu. The Moanalua area has, within the past 10 years, increased in population and justifies a community library. The area is presently not served by a library and the nearest library is located in Aiea and Kalihi.

A new community library to serve a population of 13,300 to be located in the Moanalua area, centrally sited to service the three residential areas separated by an arterial. The library is envisioned to be 10,000 sq. ft. facility with total media and temperature and humidity control. Land acquisition is a possibility but all efforts will be made to locate the library on State property. Estimated cost of construction is $800,000.

Figure 27

SUMMARY OF PROGRAM PROJECT REQUIREMENTS
SIX-YEAR CAPITAL IMPROVEMENTS PROGRAM
Beginning July 1, 1973

Department of Education
District Library Services

NUMBER	1 PROJECT DESCRIPTION	2 PRIOR APPRN.		3 TOTAL ESTIMATED	4 FISCAL YEARS (In Thousands of Dollars)					
		ACT	AMT.	6-YEAR	1973	1974	1975	1976	1977	1978
1	NEW STATE LIBRARY AGENCY CENTRAL FACILITY Plan and construct new State Library Agency to include Centralized Processing Center, Teacher Assist Center, School Libraries & Instructional Materials Branch, State Library Branch, Public Libraries Branch, Administration, Office of Library Services.	187/70 155/69 155/69 Federal	612 75 50 25	8,960		4,200	4,760			
	Subtotal			8,960		4,200	4,760			
2	HAWAII PUBLIC LIBRARY (Hilo) Addition and remodeling of central library located on island of Hawaii	217/67 38/66 38/66 195/65	15 50 16 80	774		774				
	Subtotal			774		774				
3	HAWAII PUBLIC LIBRARY (Hilo) Parking Lot	217/67 217/67 175/65	4 7 73	46		46				
	Subtotal			46		46				
4	WAIMEA COMMUNITY-SCHOOL LIBRARY (Kamuela)	217/67 33/66	190 23	400		400				
	Subtotal			400		400				

Figure 28

SUMMARY OF PROGRAM PROJECT REQUIREMENTS
SIX-YEAR CAPITAL IMPROVEMENTS PROGRAM

Department of Education
District ___Library Services___

NUMBER	1 PROJECT DESCRIPTION	2 PRIOR APPRN.		3 TOTAL ESTIMATED	4 FISCAL YEARS (In Thousands of Dollars)					
		ACT	AMT.	6-YEAR	1973	1974	1975	1976	1977	1978
5	KEEAU COMMUNITY-SCHOOL LIBRARY	217/67	45							
		38/66	200	200		200				
	Subtotal			200		200				
6	NANAKULI COMMUNITY-SCHOOL LIBRARY			660		60	600			
7	WAIAKEA COMMUNITY-SCHOOL LIBRARY			660		60	600			
8	LAHAINA COMMUNITY-SCHOOL LIBRARY Plan and construct a new community-school library	155/69	120	687		60	627			
	Subtotal			687		60	627			
8A	NAALEHU COMMUNITY-SCHOOL LIBRARY			500			500			
9	HANA COMMUNITY-SCHOOL LIBRARY Plan and construct new community-school library			444			444			
	Subtotal			444			444			
9A	MOUNTAIN VIEW COMMUNITY-SCHOOL LIBRARY	40/68	140							

Figure 29

SUMMARY OF PROGRAM PROJECT REQUIREMENTS
SIX-YEAR CAPITAL IMPROVEMENTS PROGRAM

Department of Education
District Library Services

NUMBER	1 PROJECT DESCRIPTION	2 PRIOR APPRN.		3 TOTAL ESTIMATED	4 FISCAL YEARS (In Thousands of Dollars)					
		ACT	AMT.	6-YEAR	1973	1974	1975	1976	1977	1978
10	KONA COMMUNITY LIBRARY (KEALAKEKUA) 5,000 square feet addition to present building	38/66	144	206			206			
	Subtotal			206			206			
11	KAHULUI LIBRARY Enlarge and remodel existing library	187/70	14	298			298			
	Subtotal			298			298			
12	AINA HAINA LIBRARY Plans and installation of temperature and humidity control in present facility			60		6	54			
	Subtotal			60		6	54			
13	KANEOHE REGIONAL LIBRARY Temperature and humidity and acoustical control; plan and construct addition to existing library	187/70	7	295		95	200			
	Subtotal			295		95	200			

Figure 30

SUMMARY OF PROGRAM PROJECT REQUIREMENTS
SIX-YEAR CAPITAL IMPROVEMENTS PROGRAM

Department of Education
District Library Services

NUMBER	1 PROJECT DESCRIPTION	2 PRIOR APPRN.		3 TOTAL ESTIMATED	4 FISCAL YEARS (In Thousands of Dollars)					
		ACT	AMT.	6-YEAR	1973	1974	1975	1976	1977	1978
14	WAIPAHU COMMUNITY LIBRARY Land acquisition; plan and construct a new community library			763		75	200	488		
	Subtotal			763		75	200	488		
15	MOANALUA COMMUNITY LIBRARY Plan and construct new community library			885		72		813		
	Subtotal			885		72		813		
16	KAILUA LIBRARY Remodeliing and expansion of existing Kailua Library and installation of temperature and humidity control			263				263		
	Subtotal			263				263		
17	MAUI PUBLIC LIBRARY (WAILUKU) Install temperature and humidity control equipment in the central library in Wailuku (approximately 8,200 square feet)			49				49		
	Subtotal			49				49		
18	KAIMUKI REGIONAL LIBRARY Planning for addition as a regional library			220				20	200	
	Subtotal			220				20	200	

Figure 31

SUMMARY OF PROGRAM PROJECT REQUIREMENTS
SIX-YEAR CAPITAL IMPROVEMENTS PROGRAM

Department of Education
District Library Services

NUMBER	1 PROJECT DESCRIPTION	2 PRIOR APPRN.		3 TOTAL ESTIMATED	4 FISCAL YEARS (In Thousands of Dollars)					
		ACT	AMT.	6-YEAR	1973	1974	1975	1976	1977	1978
19	**MOLOKAI COMMUNITY LIBRARY** Install temperature and humidity control equipment			15					15	
	Subtotal			15					15	
20	**PAHALA COMMUNITY-SCHOOL LIBRARY** Install temperature and humidity control equipment			24					24	
	Subtotal			24					24	
21	**WAIKIKI-KAPAHULU COMMUNITY LIBRARY** Install temperature and humidity control equipment			60						60
	Subtotal			60						60
22	**LIBRARY FOR THE BLIND AND PHYSICALLY HANDICAPPED** Remodeling of existing library to accomodate blind and physically handicapped			220						220
	Subtotal			220						220
	GRAND TOTAL			16,689		6,048	8,489	1,633	239	280

TITLE III PROJECTS

INTERLIBRARY COOPERATION

Legal Reference: Library Service and Construction Act, Title III, Interlibrary Cooperation Sec 301, 302, 303, as amended.

BACKGROUND

The direction for cooperative efforts among libraries in Hawaii has been outlined in the 1968 Booz-Allen-Hamilton study, *Planning for Libraries in Hawaii* which is a ten-year plan. Current reports prepared by the Hawaii State Department of Planning and Economic Development update the statistical data included in this study. Pertinent data is also available in the preceding Title I Plan for strengthening metropolitan public libraries.

LIMITATION OF LIBRARY RESOURCES

Approximately 500 libraries are identified in Hawaii by the *1967 Inventory of Hawaii Library Resources* conducted as part of the Booz-Allen-Hamilton library planning study. The total book resource reported for the state was approximately 4 million volumes, somewhat less than the resources of a number of major university libraries or city library systems. It was concluded that, "it is a limited resource for the population it must serve and the diverse requirements of an entire state that must be met."[1]

The Hawaii Library Association 1970 *Directory of Libraries and Information Sources in Hawaii and the Pacific Islands* locates 129 in the state, not counting the 216 public school libraries.[5] The 1971 *Directory of Hawaii's Scientific Resources* lists 405 organizations employed in scientific activities but only 24 scientific libraries. (Figure 35) These recent surveys do not show substantial increase, if any, in the state's library resources.

The need to share resources continues and is still with us. "The limited overall resources available in Hawaii, and the sizable specialized collections that are available at separate points, emphasize the necessity for inter-library cooperation to gain the maximum benefit from the total resource."[1]

INCREASED EDUCATIONAL INTERESTS

Formal education in Hawaii is sizable. Enrollment in the public schools parallels population growth. Private school enrollment is increasing at a rate slightly greater than that of the population. University, college, and technical school enrollments are approximately double that of population growth.[1] Figures 36 and 37 show continued increases in enrollment at all levels from elementary to academic.

"The population is young—50 percent were under 25 years of age in 1970."[3] The age distribution of the *1967 Public Library User Survey* included in the Booz-Allen-Hamilton study shows that nearly 70% of the patrons are students.[1]

As enrollment grows, so will student demands on limited library resources. In addition "a growing need exists for materials and support for continuing education and self-education. This need affects persons in job-retraining, improving proficiency or learning additional skills, as well as those of simply learning more about the world which surrounds them."[1] Access to the resources of an increased number of libraries will help meet needs for supplementary and continuing education.

GROWTH AND DIVERSIFICATION OF HAWAII'S ECONOMY

Hawaii enjoys a growing, expanding economy that is becoming increasingly diverse. Population, economic activity, and personal income have increased more rapidly here than in the nation as a whole.[2] Figures 38 and 39 give recent data on these changes.

As Hawaii grows and develops diversity its business, agricultural, professional, technical, and governmental environment becomes more complex and specialized. Users from these segments need access to increasingly sophisticated, varied, and current library resources and services. Timely, rapid dissemination and transmittal of all forms of information must be expedited in order to meet the demands of widening concerns and interests.

HAWAII AND PACIFIC NEEDS

Hawaii State's need for local state and Pacific history is magnified by its unusual background its unique cultural and racial heritage. Hawaii's library system has major responsibility in the preservation, analysis, and dissemination of the records of Hawaii's history and literature, its Pacific origin and roots, its unique development and growth.

Hawaii has and continues to serve as the nation's Pacific post. Its "trade, travel, financial and other activities are increasing throughout the Pacific area. As these (national) personal and commercial interests develop, information regarding the entire area will become increasingly in demand in Hawaii."[1]

STATEMENT OF NEED

It is clear that new program requirements are called for, due to these identified factors which exist in Hawaii:

1. Limitation of library resources.
2. Increased educational interests.
3. Growth and diversification.
4. Hawaii and Pacific needs.

OBJECTIVE

The objective of the plan is the development of a cooperative network providing various types of library services in the state through the following subobjectives:

1. Statewide development of all information media through cooperative acquisitions, maintenance, and storage.
2. Accessibility to and joint use and dissemination of these media in various types of libraries and locations.
3. Statewide information and media transmittal and delivery system.
4. Information retrieval in modern, rapid, sophisticated modes to meet user needs.
5. Cooperative content analysis, authorship, and publication for statewide use.
6. Promotion and training in the effective, wide use of cooperative statewide networks.

CRITERIA FOR APPROVAL OF PROJECT

All project proposals submitted to the State Librarian will be considered. Accepted proposals shall appear in the annual program for the following year. Approval of project proposals shall be dependent upon the extent and effectiveness with which they meet the following criteria.

1. LEGAL REQUIREMENTS. Proposals must conform to the federal requirements of Title III of the Library Services and Construction Act and its amendments (Public Law 91-600) and the state requirements of the Hawaii Revised Statutes, Section 312.
2. COUNCIL APPROVAL. Proposals must be presented to and approved by the State Advisory Council for LSCA.
3. NEEDS AND GOALS. The objectives of the proposals should meet essential, major needs and goals set forth in the state's long range plan.
4. FEASIBILITY. Funds, resources, and commitment essential to successful implementation of the project must be available.
5. EVALUATION. The project proposal shall include measures and procedures for effective evaluation, monitoring, and reporting.
6. PRIORITY FOR COOPERATIVE EFFORT TO SERVE TARGET AREAS. Priority shall be granted to those proposals addressed to serving many segments of the state's population; to serving various and

isolated geographical areas of the state; to service without bias, whether political, religious, racial, economic or cultural.

Priority shall be granted to proposals utilizing coordinated, concerted action to eliminate unnecessary duplication of resources and effort; to proposals for concerted action to gain increased, expanded or new services, facilities or output for two or more types of libraries and their users; to proposals making innovative and needed projects economically feasible for two or more types of libraries through cooperative effort; to proposals with potential that furnish a base for greater future development and growth.

PROJECT 1, INDEXING OF HAWAIIANA

Indexing of Hawaiiana materials shall be done on a cooperative basis. Currently libraries throughout the state index such materials for their own use. The indexes are scattered and fragmented.[4] Cooperative indexing that also utilizes a common thesaurus shall increase the speed, quality, and quantity of retrieval capacity in the important area of Hawaiiana.

This project achieves subobjectives 2, 4, and 5 and fulfills all the criteria.

PROCEDURES AND PROJECT PROGRESS	EVALUATIVE MEASURES
1971-1973. Compilation of a thesaurus of Hawaiiana descriptors.	Acceptance for use by at least two of the major libraries co-indexing Hawaiiana.
1973-1976. Establishment of an Hawaiiana indexing bank to be maintained and used on a cooperative basis. Formal agreements on cooperative indexing shall be arranged.	Bank to contain indexing to at least 30% of the Hawaiiana materials in the state.

PROJECT 2, COOPERATIVE USE OF MICROFORMS

Microform centers for the cooperative maintenance of serials in microform for purposes of storage, bibliographic control, information retrieval, and sharing of equipment shall be established. This shall bring about increased accessibility to serial information within the state and cost savings in space, processing, equipment, and staff.

This project achieves subobjectives 1, 2, and 4 and fulfills all the criteria.

PROCEDURES AND PROJECT PROGRESS	EVALUATION MEASURES
1972-1973. Coordination of microform acquisitions.	Increase in the number of titles available to cooperating libraries.
1972-1973. Establishment of formal agreements on equipment, service, and staff.	Volumes of backfiles discarded due to cooperative pool, elimination of duplicate holdings.
1974-1976. Coordination of the three major reprographic centers that are under separate state jurisdictions.	Increase in the number of microform pages copied or loaned.

PROJECT 3, ACCESS TO DATA BANKS

Data banks (SWIS, UH Survey Research Office, PSWRMLS, BARC, SCAN) access shall be provided for users through remote online terminals in selected libraries. This shall present a fast new approach to information, give access to new sources and a variety of specialized information, and expand the range of the information network.

This project achieves subobjectives 2 and 4 and fulfills all the criteria.

PROCEDURES AND PROJECT PROGRESS	EVALUATION MEASURES
1974-1977. Establishment of a formal agreement with at least one data bank each year.	Number of updated, new, previously inaccessible items of information provided to users.
1974-1976. Acquisition of on-line terminals for selected libraries, including those on the three major neighboring islands.	Number of updated, new previously inaccessible items of information provided to users.

PROJECT 4, TRANSMISSION NETWORK

The teletypewriter network which now links Hawaii State Library, the University of Hawaii Hamilton Library, and the Hawaii State Library System regional libraries on the three major neighbor islands shall be expanded to include school libraries, special libraries, and additional public libraries on Oahu. Eventually telecommunication with mainland networks shall also be provided. These additions shall not only provide speedier exchange of materials and reference services among more types of libraries, but also help to firm relationships among the participating libraries.

This project achieves subobjective 3 and fulfills all the criteria.

PROCEDURES AND PROJECT PROGRESS	EVALUATION MEASURES
1972-1973. Addition of Datatel terminals in Oahu regional libraries.	Measured increase of interlibrary loan requests among Oahu libraries.
1972-1973. Addition of a WATS line at Hamilton Library.	Measured increase of interlibrary loan requests among the libraries of the University of Hawaii and the community colleges and public libraries on the three major neighbor islands.
1973-1975. Addition of Datatel terminals in selected libraries of large school complexes.	Measured increase of interlibrary loan requests among these libraries and other participating libraries.
1974-1977. Addition of Datatel terminals in selected commercial, governmental, and professional libraries.	Measured increase of interlibrary loan request among these libraries and other participating libraries.
1974-1975. Addition of TWX terminal in Hawaii State Library in order to provide telecommunication with the mainland.	Number of updated, new, previously inaccessible items of information provided to users.

PROJECT 5, TRANSMISSION AND DELIVERY

Transmission of copies will be provided through telefacsimile, regardless of distances. This shall provide speedier exchange of information and reference services among more types of libraries.

This project achieves subobjectives 3 and fulfills all the criteria.

PROCEDURES AND PROJECT PROGRESS	EVALUATION MEASURES
1973-1975. Addition of telefacsimile machines in selected libraries.	Number of telefacsimile copies and/or pages transmitted to network members within selected time periods: 1-2 hours 2-4 hours 4-6 hours 6-8 hours
1975-1977. Cooperative ventures in oversea satellite transmission of various media.	Increase in geographical coverage.

PROJECT 6, PUBLICATION AND MEDIA PREPARATION

Various agencies, including those that are not libraries, shall cooperatively prepare media such as, bibliographies and other publications, audio-visual presentations, etc., for use by readers or cooperating libraries. This shall insure a continuous input, by a multiple-agency approach, of timely material for specific needs as they arise.

This project achieves subobjective 5 and fulfills all the criteria.

PROCEDURES AND PROJECT PROGRESS	EVALUATION MEASURES
1972-1977. Publication and distribution of prepared media.	Number of items prepared. Number of copies distributed and/or requested.

PROJECT 7, NETWORK PROMOTION AND TRAINING

Formal education and training programs shall be established that shall educate librarians and inform patrons about the interlibrary cooperation network, available services, and procedures. Such programs will bring about an increase in librarian and patron involvement and greater efficiency in the utilization of network services.

This project achieves subobjective 6 and fulfills all the criteria.

PROCEDURES AND PROJECT PROGRESS	EVALUATIVE MEASURES
1972-1977. 1. Development of training programs and preparation of training manuals. 2. Conducting of training sessions and education workshops.	Increase in number of staff able to carry out interloan procedures. Before and after survey of interlibrary loan and reference user reactions. Before and after sample tracking of interlibrary loan and reference operations.

PROJECT, UNION LIST AND UNION CATALOG*

Bibliographic access to the serial and book holdings of the larger libraries in Hawaii shall be provided through union lists and union catalogs. *See the Title I Plan for the Computer-Based Centralized Processing Center.

SOURCES

[1] Booz, Allen & Hamilton, Inc. *Planning for Libraries in Hawaii.* 1968.

[2] Hawaii. Department of Planning and Economic Development. *Economic Forecasts for the State of Hawaii to 1975 and 1980.* 1971.

[3] ______. *The State of Hawaii Data Book; a Statistical Abstract.* 1971.

[4] Hori, Joan. "A Survey of Indexes to Hawaiiana." *HLA Journal,* December 1971.

[5] Luster, Arlene D.C., comp. "A Directory of Libraries and Information Sources in Hawaii and the Pacific Islands," *HLA Journal,* December 1970.

Figure 32

STATISTICAL SUMMARY OF HAWAII'S SCIENTIFIC RESOURCES: 1971

TYPE OF ORGANIZATION	Number of companies or agencies		Total employment		Professional and technical employment	
I—Employing organizations	1971	1970	1971	1970	1971	1970
Totals	301	265	22,230	20,490	5,681	5,094
Organizations with scientific capabilities	59	39	7,511	7,158	1,446	1,339
Computer sciences	45	27	1,883	1,351	1,034	637
R & D and allied organizations	45	46	3,612	3,513	637	629
Testing laboratories	24	23	854	704	474	415
Government research agencies	99	101	7,677	7,183	1,868	1,882
Federal	23	20	1,670	1,703	277	260
Military	12	12	1,037	806	164	150
State, except U.H.	33	34	2,323	1,950	684	662
University of Hawaii	18	22	998	1,133	429	622
County	13	13	1,649	1,591	224	188
Private research agencies	29	29	693	581	222	192

			Regular membership		Associate membership	
			1971	1970	1971	1970
II—Professional associations	45	43	10,365	10,226	604	545

			Scientific books	
			1971	1970
III—Scientific libraries	24	27	677,917	656,918

			Full-time enrollment		Part-time enrollment	
			Spring 1971	Spring 1970	Spring 1971	Spring 1970
IV—Educational institutions	35	35	32,553	28,101	39,629	29,315
East-West Center	6	6	695	550	1,765	—
University of Hawaii	14	14	19,387	16,930	33,411	28,018
Community Colleges	6	5	8,609	6,348	3,962	989
Private Colleges	5	5	2,342	2,112	311	288
Business and Technical Schools	4	5	1,520	2,161	150	50

Hawaii. Department of Planning and Economic Development. HAWAII'S SCIENTIFIC RESOURCES. 1971.

Figure 33

Table 23—PUBLIC AND PRIVATE SCHOOL ENROLLMENT, TEACHERS, AND GRADUATES 1832 TO 1971

Year	School enrollment or membership[1]			Teachers[1]		High school graduates[2]	
	Total	Public	Private	Public	Private	Public	Private
1832	23,123	23,123		(NA)		(NA)	
1847	19,644	19,644		625		(NA)	
1859[3]	9,782	8,628	1,154	290	(NA)	(NA)	
1870[3]	7,927	5,938	1,989	(NA)	(NA)	(NA)	
1880	7,164	5,373	1,791	(NA)	(NA)	(NA)	
1890	10,006	7,343	2,663	232	136	(NA)	
1900	15,537	11,501	4,036	352	207	6	(NA)
1910	25,770	20,245	5,525	501	276	26	(NA)
1920	48,923	41,350	7,573	1,312	402	164	(NA)
1930	88,577	76,634	11,943	2,657	594	1,288	502
1940	112,260	92,424	19,836	3,394	833	4,264	873
1949-50	114,986	90,786	24,200	3,122	878	5,585	1,072
1959-60	169,925	140,666	29,259	4,731	1,297	6,288	1,611
1960-61	175,172	145,134	30,038	4,850	1,151	7,267	1,731
1961-62	180,006	149,554	30,452	5,013	1,213	7,797	1,785
1962-63	184,231	153,298	30,933	5,179	1,227	7,763	1,748
1963-64	187,825	156,651	31,174	5,173	1,205	8,327	1,866
1964-65	193,017	160,681	32,366	5,368	1,481	9,239	1,976
1965-66	194,595	162,164	32,431	5,846	1,477	9,009	2,048
1966-67	200,242	166,375	33,867	6,394	1,492	9,540	2,175
1967-68	203,734	169,673	34,061	6,624	1,594	9,430	2,133
1968-69	207,231	173,718	33,513	7,098	1,547	9,809	2,173
1969-70	211,215	178,564	32,651	7,300	1,551	10,407	2,209
1970-71	213,165	180,770	32,395	7,948	1,698	—	—

NA – Not Available

[1] Month unspecified for 1832-1859; January 1, 1870 to 1890; December 31, 1900 to 1940; December data for school years 1949-1950 forward.

[2] Data for 1900-1930 are for twelfth grade enrollment rather than graduates.

[3] Public school data refer to "common schools"; private school data, to "select" and "independent" schools.

SOURCE: *Report of the Minister of Public Instruction* for 1846 (p. 56) and 1848 (p. 2); *Report of the President of the Board of Education* for 1860 (pp. 2 and 25), 1870 (pp. 2-3), 1880 (p. 1), and 1890 (p.12); *Report of the Superintendent of Public Instruction* for 1900 (p. 93), 1910 (p. 74), and 1920 (p. 202); *Report of the Department of Public Instruction* for 1929-1930 (p. 155), 1939-1940 (p. 25), and June 30, 1950 (pp. 48 and 51); Department of Education, *A Compilation of Selected Statistics, Public and Non-Public Schools of Hawaii, 1969-1970,* pp. 9, 39, 57, and 67, and records.

Hawaii. Department of Planning and Economic Development. THE STATE OF HAWAII DATA BOOK; A STATISTICAL ABSTRACT. 1971.

Figure 34

Table 25—DAYTIME ENROLLMENT AND DEGREES AWARDED AT THE UNIVERSITY OF HAWAII: 1908-09 TO 1970-71

Year	Enrollment[1]			Degrees awarded[2]			
	Manoa Campus	Hilo Campus[3]	Community Colleges[4]	Associate	Bachelor's	Master's	Doctor's
1908-09	41	—	—	—	—	—	—
1919-20	242	—	—	—	8	1	—
1929-30	1,321	—	—	—	96	20	—
1939-40	2,703	—	—	—	228	9	—
1949-50	4,842	—	—	—	641	33	—
1959-60	6,923	250	—	—	881	81	3
1960-61	7,511	260	—	—	832	109	7
1961-62	8,231	285	—	—	869	112	2
1962-63	9,150	399	—	—	894	252	15
1963-64	10,466	355	—	—	983	304	14
1964-65	11,641	398	—	—	1,183	362	20
1965-66	13,587	510	2,010	129	1,444	427	29
1966-67	14,772	571	2,444	232	1,515	555	28
1967-68	16,564	618	3,606	448	1,833	819	47
1968-69	17,082	679	5,494	448	1,924	982	58
1969-70	18,474	864	8,713	668	2,333	1,018	53
1970-71	21,090	1,184	10,853	—	—	—	—

[1] Non-duplicated annual enrollment through 1939-1940, fall semester day enrollment thereafter.

[2] The first annual commencement was in 1912. The first master's degree was awarded in 1914; the first doctor's degree, in 1933.

[3] Began in 1947 as a part of the Extension Division and put under the Dean of Faculties in 1951.

[4] Transferred to the University from the Department of Education in 1965. Includes five community colleges and (in 1969-1970) Hawaii Technical School.

SOURCE: Office of the President, University of Hawaii.

Hawaii. Department of Planning and Economic Development. THE STATE OF HAWAII DATA BOOK; A STATISTICAL ABSTRACT. 1971.

Figure 35

Table 1–PROJECTED VALUES OF DEPENDENT VARIABLES USED IN THE MODEL: EMPLOYMENT, PERSONAL INCOME, AND OTHER SELECTED ECONOMIC INDICATORS: FORECASTS FOR 1970, 1975 AND 1980

		Actual		Projected			Annual Rate of Growth	
	Variables	1960	1969	1970	1975	1980	1960-69	1970-80
LF	Total Labor Force	235,140	325,100	340,250	407,400	491,370	3.7	3.7
NU	Unemployment Rate (%)	3.00	2.70	3.95	2.90	3.10	-1.2	-2.4
N	Total Employment 1/	228,050	316,371	326,810	395,810	476,070	3.7	3.8
N1	Private Wage Employment	151,820	213,121	221,020	271,390	341,370	3.8	4.4
n1	Sugar	14,633	11,100	10,129	8,207	6,632	-3.0	-4.2
n2	Pineapple	10,396	8,900	8,386	7,721	7,095	-1.7	-1.7
n3	Hotel	4,235	12,550	12,989	19,203	23,740	12.8	6.2
n4	Garment	2,379	2,992	3,143	3,959	5,020	2.6	4.8
n5	Recreation	2,925	4,120	4,294	5,279	6,457	3.9	4.2
n6	Construction	17,470	22,600	23,772	28,390	39,802	2.9	5.3
n7	Construction Materials	2,355	3,002	3,625	4,528	6,758	2.7	6.4
n8	Diversified Manuf.	7,416	9,109	9,664	11,047	12,727	2.3	2.8
n9	Retail	30,999	49,111	50,846	63,872	80,292	5.2	4.7
n10	Wholesale - Trucking	13,047	17,961	19,078	21,921	25,210	3.6	2.8
n11	Finance, Ins., & Real Estate	8,458	16,188	18,037	23,753	31,173	7.5	5.6
n12	Transportation	7,614	11,042	11,200	13,332	15,756	4.2	3.5
n13	Communication - Util.	4,641	8,480	8,579	11,758	16,274	6.9	6.6
n14	Service	18,185	34,466	36,064	47,907	64,213	7.4	6.0
n15	Unclassified	7,067	1,500	1,219	510	219	-15.8	-15.8
w1	Private Wage Rate ($)	4,283	6,520	6,900	9,030	12,050	4.8	5.7
HR	Residential Construction 2/ ($ million)	91.7	252.7	297.0	479.9	885.9	11.9	11.6
HC	Commercial Construction 2/ ($ million)	67.5	218.2	214.3	260.5	455.8	13.9	7.8
H	Construction Completed ($ mill.)	256.9	625.6	660.1	971.1	1,640.2	10.4	9.5
SL	Retail Sales ($ million)	948.2	1,763.0	1,960.0	2,549.0	3,331.0	7.1	5.5
Pt	Corp. Profit (Tax) ($ million) 3/	6.8	14.4	14.9	18.8	27.6	8.7	6.4
W1	Private Wage Income ($ million)	651.0	1,390.0	1,555.8	2,500.0	4,196.4	8.8	10.4
UT	Transfer Payment ($ million)	56.0	192.0	220.2	291.6	386.2	12.6	5.8
P2	Property Income ($ million)	138.0	278.4	282.6	372.6	469.9	8.1	5.2
P1	Nonfarm Prop. Income ($ mill.)	102.0	156.0	172.0	210.7	257.6	4.8	4.1
YP	Civilian Personal Income ($ million)	1,303.0	2,778.0	3,041.2	4,553.7	6,833.0	8.8	8.5
	Total State Personal Income 4/ ($ million)	1,478.0	3,060.0	3,355.1	4,928.7	7,287.0	8.4	8.1

1/ Total Employment includes private wage employment plus government employment, farm employment and non-agriculture self-employed. These last three sectors were projected independently.

2/ Permit value.

3/ Since information on total corporate profit is not available, corporate tax collect shown above are used as a proxy. State corporate tax collections are estimated to account 6.3 percent of the total corporate profits.

4/ Total State Personal Income is derived by adding military wages shown in table 3 to Civilian Personal Income.

Hawaii. Department of Planning and Economic Development. ECONOMIC FORECASTS FOR THE STATE OF HAWAII TO 1975 AND 1980. 1971.

Figure 36

Table 3–HAWAII AND THE UNITED STATES: A DECADE OF CHANGE

Selected economic indicators	Hawaii		10-year percent change	United States		10-year percent change
	1960	1970		1960	1970	
Total resident population - April 1	632,772	769,913	21.7	179.3 mill.	203.2 mill.	13.3
Total civilian employment	228,050	335,450	47.1	65.8 mill.	78.6 mill.	19.5
Unemployment rate	3.0%	3.6%		5.5%	4.9%	
Gross State and National product	$1.81 bill.	$4.13 bill.	128.2	$503.7 bill.	$976.5 bill.	93.9
Per capita personal income	$2,335	$4,474	91.6	$2,236	$3,942	76.3
Value of construction put in place	$275.4 mill.	$783.8 mill.	184.6	$53.9 bill.	$91.3 bill.	69.2
Retail sales	944.2 mill.	$2,025.7 mill.	114.5	$219.5 bill.	$364.6 bill.	66.1
Motor vehicle registration (1,000)	230.8	404.5	75.3	73,869	103,977	47.5
Telephones in services	208,411	414,165	98.7	65.0 mill.	104.1 mill.	60.2
Electricity generated (bill KWH)	1.47	3.49	138.0	841.6	1,638.0	94.6
Bank private demand deposits	$275.5 mill.	$608.8 mill.	121.0	$133.4 bill.	$209.3 bill.	56.9
Cost of living index (1967=100)	85.2	114.3	34.2	88.7	116.3	31.1
Construction cost index (1957-59=100)...	107.2	167.4	56.2	103	152	47.6

Hawaii. Department of Planning and Economic Development. THE NATIONAL ECONOMY AND THE ECONOMY OF HAWAII: PERSPECTIVES FOR SHORT-TERM AND LONG-TERM ECONOMIC GROWTH. 1972.